



EVN Bulgaria group is a part of the international energy company EVN AG. We supply with electricity more than 1.5 million customers in Southeast Bulgaria and with heat energy 30 000 customers in the town of Plovdiv. Our business activities are focused on the customer care and the responsible attitude towards the environment and its resources. We are stable and responsible employer supporting and developing its employees. We invest in innovations and looking for the best solutions in each aspect of our work.

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## Office Assistant to Management

Location: Plovdiv; Ref. No. A/OA/E1

EVN Bulgaria is looking for a dedicated and responsible Office Assistant to support the company management board members with general office-related activities:

### Key Responsibilities:

- Ensuring the smooth running of the management board office on day-to-day basis;
- Handling calls, organizing and handling appointments in MS Outlook;
- Sorting, distributing and filing mail and other documents;
- Creating and maintaining a welcoming environment by greeting visitors, offering coffee and drinks, making food arrangement etc.
- Ordering and maintaining office supplies, stationary and equipment; arranging facility services, IT equipment, etc when needed;
- Arranging meetings by reserving rooms and managing refreshments;
- Assisting with general organization of events;
- Performing other office-related duties when necessary.

**Key Requirements:**

- University degree; additional qualification as an Office Assistant or Secretary will be considered as advantage;
- 5+ years of experience in similar office assistance activities;
- Fluent in English including reading, speaking and writing; excellent Bulgarian language literacy;
- Very good computer skills including MS Office (Outlook, PowerPoint);
- Strong interpersonal skills and business communication etiquette;
- Ability to organize and prioritize daily tasks;
- Adaptable person with get-the-job-done attitude.

**We offer:**

- Long-term professional engagement in an established company;
- Positive work environment where professionalism, correctness, cooperation, engagement, responsibility and mutual respect are valued;
- Outstanding work conditions and remuneration package – additional pension and health insurance, additional pays on special occasions, sport card at special prices and other benefits;
- Full support in the process of induction and adaptation;
- Attractive office location in the center of Plovdiv.

**Closing date:** 15.12.2021

To apply for the position please send us detailed CV and Cover Letter in English via email:

**jobs@evn.bg**

**Please ensure you quote the reference number for the job advertisement (Ref. No.) you are applying for.**

We will get in touch only with candidates who have been selected for the next stage of our recruitment process.

*Please be advised that EVN Bulgaria group companies are personal data controllers as defined in the General Data Protection Regulation (GDPR) and the Personal Data Protection Act. The purpose of your personal data processing is personnel recruitment on the grounds of taking measures at the request of the data subject (your data) prior to the conclusion of a contract and the period of data storage is 6 (six) months after completion of the recruitment.*

*Personal data collection is a requirement in staff recruitment and its non-provision will result in impossibility for follow-up actions on the part of the companies. You can read the Privacy Statements of EVN Bulgaria group companies concerning job applicants in the following link: [https://www.evn.bg/getattachment/b1aab7df-2cd1-437f-9f35-cf56f509f9ba/20181108\\_GDPR\\_privacy\\_declaration.aspx](https://www.evn.bg/getattachment/b1aab7df-2cd1-437f-9f35-cf56f509f9ba/20181108_GDPR_privacy_declaration.aspx)*