

Assistants to Business is a young, ambitious and growing professional services company. We provide our Clients, mostly foreign investors, accounting outsourcing, financial management outsourcing and tax advisory services.

We offer an opportunity to join us as

Personal Assistant

to the Member of the Board

Responsibilities

Your main purpose will be to help the Member of the Board to concentrate on strategic development issues and high level management by taking on administrative tasks and management responsibilities.

Administrative support:

- dealing with incoming email, faxes and post, where appropriate corresponding on behalf of the Member of the Board;
- taking meeting minutes and following up decisions taken;
- organizing and maintaining diaries and making appointments;
- executing recruiting and marketing tasks.

Management responsibilities:

- checking financial reports for accuracy;
- checking that company business procedures (like documents filing) are followed by personnel;
- assigning tasks to other personnel and controlling their completion;
- preparation of presentations and reports;
- performing analysis and research.

You will be able to delegate some work to the other personnel.

Personal Qualifications

- Communicability;
- Strong logical thinking;
- Spirit to serve;
- Ability to learn quickly;
- Very organized.

Skills

- Good MS Excel and MS Word skills;
- Good English, Latvian and, preferably, Russian language;
- Good knowledge of accounting and finances.

We offer

This position gives you an excellent opportunity to develop your management skills, obtain in-depth knowledge of finances and accounting, understand Latvian and international business environment and get valuable business contacts.

You will have very tough, challenging and absolutely results-oriented working environment. At the same time you will be able to use your creativity and fantasy.

You will receive remuneration and benefits commensurate with achieved results, which means that it will be quite low in the beginning, when you mainly will learn.

Please send your CV and motivation letter justifying why you are the best suited for the position to:

SIA "Assistants to Business"

A. Caka iela 91 – 9,
Riga, LV-1011

Fax: (371) 67167683

E-mail: hr4@a2b.lv

Deadline for applying: 06.04.2010.

Only selected candidates will be informed.

