



**Job Description**

<b>Position name:</b>	<b>Administrative Assistant</b>	
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**Division:** GSC

**Team:** TSD EMEA Central Support

**Location:** Sofia, Bulgaria

**Reports to:** Operational Supervisor

**Direct reports:** no

**Job scope/summary:**

Responsible for performing general administrative support tasks required in an organization.

**Job specifics/responsibilities:**

- Responsibilities include assisting supervisory and non-supervisory employees with various administrative support tasks
- These tasks may include, but are not limited to, general filing and records maintenance, compiling data for reports, assisting with administrative tasks associated with the cost center(s) budget(s), placing purchase orders, scheduling appointments and meetings
- Calendar maintenance for one or more employees, answering telephone calls, preparing expense reports, preparing/editing presentations, making travel arrangements, distributing/screening e-mail, greeting/escorting visitors, assisting new employees, duplicating, and other established general administrative tasks
- Coordinates work within the work unit and with other work units/departments, both internal and possibly external to the company
- Perform various tasks regarding HP customers/partners in the respective local language
- Assists in supporting the general administrative work for one or more professional employees other than the direct supervisor. The work performed by these employees is predominately general administrative in nature, as opposed to specific administrative tasks that are directly related to a specialty functions e.g., marketing, engineering, human resources, etc.
- Asset management
- Maintaining mail distribution lists and databases
- Managing internal, external orders and hardware stock

### **Key deliverables/accountabilities:**

1. HP procedures/policies are strictly followed
2. Labor legislation is strictly adhered

### **Working relationships:**

#### **Internal:**

- TSD EMEA Central Support
- TSD EMEA Region/Sub-region/Country/Tower Teams
- TS EMEA Region/Sub-region/Country/Tower Teams

#### **External:**

no

### **Experience:**

- Up to 6 months of prior general administrative experience
- Custom relations experience

### **Qualifications:**

- Fluent in verbal and written English
- Fluency in Dutch/Finnish/German/Danish/Norwegian/Swedish/Danish/French is an advantage
- Ability to work in a diverse and multicultural environment
- Does not need a high level of supervision
- Ability to operate effectively within a virtual (cross-cultural) team
- Demonstrates excellent and well accepted communication skills
- Demonstrates ability to work in teams
- Keeps the overall picture in mind when working on details
- Ability to prioritize tasks
- Proactive and able to work under pressure
- Organization skills

### **Technical skills (procedures and documents the employee has to be acquainted with):**

- Experience and literacy of common Office products: Outlook, Word, Excel, PowerPoint etc

### **Education (degree) required:**

- Bachelor degree or equivalent

Approved by HR Manager:	Employee:
<i>Name:</i> Ljubomira Taleva <i>Signature:</i>	<i>Name:</i>  <i>Signature:</i>
<i>Date:</i>	<i>Date:</i>