As our business grows daily, we are seeking to recruit new members to join our team of enthusiastic and committed information technology experts.

You will:

- Perform administrative tasks such as data entry, manage calendars, book travel, schedule facilities and equipment, deal with financial entries when required, for example, invoicing.
- Coordinate duties and administration for multiple offices.
- Perform general office duties as needed.
- Keep your team's business operations and activities organized and moving forward.

You have:

- Understanding of basic financial concepts.
- Written and spoken fluency in English.
- Excellent computer skills.
- Excellent organizational skills, flexibility, dynamic personality.
- Ability to prioritize multiple assignments and interact effectively with all levels of the organization.
- Ability to work as a team member.
If this ad has your name written all over it, drop us a line and look forward to the following:

- opportunities for advancement through challenges,
- work/life balance and lots of social events,
- young driven workforce,
- international experience, increasing the business culture and knowledge.

Please be aware that we will contact only candidates who best match the requirements of the position.

Send your request to career@ibu.edu.ba to find out more or to apply.