**JOB DESCRIPTION: OFFICE MANAGER**

General Scope of the Position

American Chamber of Commerce in Albania (AmCham) is looking for an Office Manager to provide daily support in office management. The Office Manager is responsible in maintaining all financial files, including bookkeeping, financial reporting and inventory. He/She will prepare all necessary documents for audit purposes and year-end financial statements. When necessary, Office Manager will prepare documents for Board of Directors Meetings and ensure usage of corresponding format. He/She is responsible to prepare and provide monthly financial reports and budgets. Office Manager is expected to clear standards for accountability and value for money by ensuring sound and transparent financial management and delivering continuous improvement in the Chamber’s operational effectiveness. He/She will be responsible for planning and coordinating administrative procedures and systems and devising ways to streamline processes. Office Manager reports to the Executive Director. The position will be based in Tirana and will be offered a full-time assignment.

Duties & Responsibilities

* Maintain all financial files, including bookkeeping, entries, invoices, checks, payments, receipts etc;
* Prepare all documents for auditing purposes and year-end financial statements;
* Maintain relationships with the tax office and labor inspectorate (prepare drafts of sale & purchase accounting books and tax declarations);
* Prepare monthly financial reports and budgets;
* Ensure all electronic and hard copy documents are kept up to date and properly filed;
* Assist ED in preparing the necessary documents for BoD meetings and the GAM;
* Ensure AmCham official letters are in the proper format;
* Planning and coordinating administrative procedures;
* Other office and administrative tasks that may be required for the smooth delivery of daily processes.

Required Qualifications/Competencies

* 5 years of relevant managerial work experience;
* University degree required, Business Management or Economics are preferred;
* Strong and documented office management skills and experience;
* Ability to think beyond traditional methods and to be innovative in seeking solutions to operational and logistical challenges;
* Great attention to detail;
* Liaising with staff, suppliers and clients;
* Team player;
* Proven ability to draft, edit and produce written proposals and results-focused reports;
* Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
* Professional level English.

Additional Desired Qualifications:

* Have worked and/or studied in the United States for 2+ years.

How to Apply:

Interested applicants should submit a brief cover letter and a current resume/CV before **November 8, 2019** at **16:00h** at [info@amcham.com.al](mailto:info@amcham.com.al) and include “Office Manager” in the subject line. Only qualified candidates will be contacted.

About American Chamber of Commerce in Albania (AmCham):

The American Chamber of Commerce in Albania (AmCham) is a private, not-for-profit business promotion and development organization. Through its work and services, AmCham seeks to build a better business climate, and to be the leading representative for U.S. and international business in Albania. Since its establishment in 2000, the Chamber has worked to increase trade between the United States and Albania, to promote foreign investment in Albania, and improve the Albanian business image in U.S. and international markets. AmCham’s membership has grown steadily over the past decade, and now totals more than 210 active members representing the most productive and successful businesses operating in Albania.