

With a premium volume of approximately EUR 9.0 billion and around 25.000 employees, Vienna Insurance Group is one of the leading insurance groups in Central and Eastern Europe. In Lithuania, Vienna Insurance Group is represented by the non-life insurer ADB Compensa Vienna Insurance Group, one of the fastest growing insurance companies in the market.

Compensa Vienna Insurance Group is currently looking for candidates to take a position of:

Office Administrator (Vilnius)

We are looking for an Office Administrator a team spirit, who loves communication, has a sense of responsibility, and feels the need to do meaningful work. If you think that you would like to work in the very center of the whirlwind of events, take care of managing information flows, always know where and what is happening, ensure smooth provision of the office and help colleagues in solving administrative issues - we are waiting for you!

What you will do:

- Be the first person to greet our guests and team members
- You will create and prepare various documents: authorizations, contracts, internal documents, etc.
- You will order and supply tools needed for the office. Own and manage office service partnerships, negotiate with different office facility vendors and partners.
- You will assist to the Company's director and financial director in organizing meetings and business trips (booking plane tickets, hotels)
- Take part in projects related to administration processes.

You will fit if you have:

- motivation that inspires everyone
- A relevant (administrative, humanitarian, social, economic) education diploma
- At least 1 year of experience in similar position
- Good organizational and time management skills
- Good communication skills in Lithuanian and English
- Strong MS Office knowledge
- know the rules of document preparation
- such personal qualities as: possesses initiative, enthusiasm, intellectual curiosity, a positive attitude, and ability to perform as a team player
- Highly organized, a strong self-starter, detail-oriented and patient.

We promise you:

- Responsible, interesting work in a rapidly growing international company;
- Professional development and career prospects;
- Friendly, supportive and motivated team;
- Health and well-being – additional health insurance;
- Discounts for company services;
- 1 free day for social activities and volunteering;
- 2 additional paid days off per year
- Proposed salary range starts from 1500 – 1650 EUR. (Brutto)

All the candidates interested in applying for the position are asked to submit applications including CV by e-mail career@compensa.lt till 2022-09-23.

The final salary depends on the experience and competencies of the selected candidate. We guarantee confidentiality, we will inform only the selected candidates.