

A core role for a skillful coordinator in a dynamic international business

**Commercial
Administrator
(Ref: CA/H)**

Our client's history spans over 160 years as a world leader in the area of power generation. Due to its successful expansion in the region the company is looking to hire with immediate effect a hands-on and result-driven Commercial Administrator for its operation in Albania.

The jobholder will report to the expatriate Branch Manager and will bear responsibility for representing the company's interests and organizing all administrative, commercial, financial, tax, insurance and legal issues affecting the operation of the Branch in Albania.

The main duties of the position will be performed under the guidance of the Head Office abroad and in close coordination with the Branch Manager locally and will involve: establishing and building the Branch office in Albania (office, communications, staff hires); dealing with various commercial, logistics, tax, legal and administrative issues concerning the start of the operation and its smooth running; handling a variety of operational financial tasks related to project cost controlling, monitoring invoicing and receivables, monthly cash and bank reports; executing project control over the contract portion awarded to local subcontractors and regularly reporting to the Head Office; managing transport and logistics in view of the site operation; monitoring the import of necessary equipment for the site operation and ensuring the availability of local equipment; executing the project in compliance with relevant local legislation and regulations; overall coordination of purchasing activities; dealing with procurement of site materials in close coordination with the Purchasing Department in the Head Office and preparing damage reports for goods delivered on-site; coordinating the local team; acting as translator and interpreter for the Branch Manager and non-Albanian staff whenever necessary.

Successful candidates should have an impeccable work record with proven organizational loyalty and integrity. Hands-on approach and commitment to dealing with challenges in a winning manner are also key prerequisites for this role.

Other important job requirements include:

- University degree
- 2-3 years of professional experience in a coordination role, preferably in construction or manufacturing
- Ability to work independently and communicate easily from a distance
- Excellent communication, coordination and organizational skills
- Strong multitasking ability and attention to detail
- Result-orientation, commitment to high working standards and resilience
- High level of energy, positive attitude and self-discipline
- Readiness for intensive travels in and out of Albania
- Proficiency in English (knowledge of German is an advantage)
- Computer literacy
- Driving license

The professionals interested in this position should send a cover letter and a comprehensive CV in English to peopleandchange@kpmg.al or to KPMG Albania sh.p.k., "Deshmoret e Kombit" Blvd., Twin Towers Buildings, Building 1, 13th floor, Tirane 1000 Albania. Please quote reference CA/H on all correspondence. Closing date for applications is 17 February 2010. Documents will be treated in strict confidentiality.

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