

We are looking for an **Economist/ Office manager** to complement our team.

Tasks to be performed:

1. Planning and budgeting of the company's branch in the financial sector, conducting reconciliations with customers, according to the planned budget and actual performance.
2. Preparation of initial data for periodic management reporting and one-time settlements for the branch and the parent company, within the set deadlines.
3. Making calculations for the material, labor, and financial costs of the branch, calculating tariffs for the branch services and calculating the rates of the branch employees.
4. Work with outsourcing companies (accounting and HR) in the collection of initial data, assistance in communication with customers, contractors and other third parties.
5. Administrative, organizational, and informational support for the management of the branch and the parent company.
6. Supporting the formation, maintenance and storage of the branch database and external financial and economic information.
7. Maintaining the branch document flow (commercial offers, letters, orders, contracts), preparing draft documents, organizing distribution.

Qualifications:

- Education in economics / finance.
- Experienced user of MS Office products (Word, Excel, PowerPoint, Outlook etc.).
- Knowledge of Bulgarian and English (the minimum level for all languages is B1). Knowledge of Russian is an advantage.
- Candidates must possess the following:
 - bachelor's and/or master's degree
 - neither bachelor's nor master's degree, but to have one year to obtaining either bachelor's or master's degree.

Contacts:

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