

# EXECUTIVE ASSISTANT (F/M/D)



**Place of work: Tirana/Prishtina**  
**Entry date: At the next possible date**

## Welcome to #teamlidl

A good idea was the origin, a successful concept is the result. Being able to offer quality at a good price to as many people as possible drives us - now worldwide, because we are Lidl. This is the professional home of diverse talents. Whether in purchasing, logistics, goods business or IT; whether as a source of inspiration, designer or service provider for the states. We are looking for go-getters, enablers and offer exciting tasks and projects in a dynamic and international environment. At Lidl everyone finds their personal challenge. Because Lidl is worth it.

**Apply now**



## Your tasks

- Assistance with project tracking and concept reviews
- Preparation of presentations and reports for meetings and conferences, both nationally and internationally
- Participation in the activities of all departments and assistance with procedures, reports and documentations, including translation work (Albanian, English and German)
- Preparation and management of the department's internal and external correspondence to ensure the complete and accurate delivery of documents to the appropriate recipients
- Support to the Manager in carrying out administrative tasks, such as planning and organizing internal and external meetings, delegations, events etc.

## Your profile

- Bachelor's degree in administration, economics, law or a similar field
- Language skills in Albanian, German and English, min B2 level
- Good knowledge of Microsoft Office
- Thoroughness and independence in work; distinct organizational skills
- Flexibility, mobility, motivation and a high sense of responsibility

## Your benefits

- Safe work environment in a growing company
- Opportunity for personal and professional development and training
- Professional and supportive work atmosphere in a dynamic team

## Contact details:

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