

Assistant to the CEO

The "National Innovation and Entrepreneurship Center" of the Ministry of Economy of the Republic of Armenia (hereinafter referred to as the Organization) is a non-profit organization with legal entity status. The Organization's main objectives are forming and implementing effective governmental technology transfer mechanisms, providing support and advice to businesses (including SMEs), and providing scientific and technical information through our library services. NCIE invites applications from qualified candidates who want to work in a great environment to fill the position of **Assistant to the CEO**.

Required Qualifications

- Bachelor's degree in Business Administration, Communications, or Public Relations.
- Proficiency in Armenian, Russian and English.
- Previous administrative or cleric work experience.
- Excellent organizational skills with the ability to prioritize tasks and work under pressure.
- Proficiency with standard computer and G-suite applications.
- Excellent verbal and written communication skills with extreme attention to detail.

Job Responsibilities

- Organize and schedule meetings and events by maintaining track of the calendar.
- Dealing with incoming telephone calls and information requests.
- Assist the CEO with daily administrative tasks and internal/external work meetings.
- Manage an active calendar of appointments and maintain confidential files.
- Provide support in preparation of various projects of different departments.
- Perform other related duties as assigned.

Additional Information

- Duration: A full-time job (from 9:00 AM – 18:00 PM)
- Location: Komitas 49/3
- Net Salary: 210 000 AMD

Application Procedure

Interested applicants are welcome to submit their CVs to info@ncie.am with the subject heading "Assistant to the CEO". Applications must be received by **August 31, 2022** and only shortlisted applicants will be invited for interviews.