



Philip Morris Albania sh.p.k, is currently looking for high motivated and talented people to join our team as:

ADMINISTRATOR/IS ASSISTANT
based in Tirana

RESPONSIBILITIES

Carrying out the full range of administrative activities and support related to:

- Maintenance of office equipment
- Purchase of all goods and services
- Coordination of car fleet
- Environment, Health, Safety & Security (EHS&S) tasks
- Information technology and systems in coordination with Information Services department

REQUIREMENTS

- At least 1 year of working experience on the same or similar position, preferably in international company
- University degree
- Microsoft Office package active user (Excel, Word)
- Fluency in English

WHAT WE OFFER

- Unique development opportunities and professional growth
- Competitive salary and compensation package
- International and fast-paced work environment in a constantly evolving industry

READY TO TAKE THIS OPPORTUNITY?

Apply on-line by sending CV in English at e.ilirjani@headhunter.al until 20.12.2017.

Please note that only shortlisted candidates will be contacted.

PMI is the world's leading international tobacco company, with six of the world's top 15 international brands and products sold in more than 180 markets. In addition to the manufacture and sale of cigarettes, including the number one global cigarette brand, and other tobacco products, PMI is engaged in the development and commercialization of Reduced-Risk Products ("RRPs"). RRPs is the term we use to refer to products that present, are likely to present, or have the potential to present less risk of harm to smokers who switch to these products versus continued smoking. We have a range of RRPs in various stages of development, scientific assessment and commercialization. Because our RRPs do not burn tobacco, they produce far lower quantities of harmful and potentially harmful compounds than found in cigarette smoke. For more information, see www.pmi.com and www.pmiscience.com.