

## ABOUT US

**Storsen is an international outsourcing service provider**, with the head office in **Prague** and delivery center in Sarajevo. With a proven record of staging world-class integrated business operations across the Czech Republic and Eastern European countries, our delivery center aims to specialize in BPO, BSO, human capital, and IT consulting services to EU and US customers. **In a nutshell, we are a shared service center which offers valuable and affordable outsourcing services to companies seeking new ways to achieve high performance by controlling costs, reducing risk and increasing transparency.** Head to [Storsen.com](https://storsen.com) to check out more details about our business.

We are looking for **Admin & Payroll specialist** who will ensure that our center in Sarajevo runs smoothly and keeps all admin processes in place.

### About you:

- ↳ Passionate about working in a dynamic environment and administrative challenges of supporting an office of diverse structure
- ↳ Detailed oriented and accountable person
- ↳ Has excellent organizational, systematical and analytical skills
- ↳ Is enthusiastic and accommodating people person
- ↳ Has a positive attitude and shows multitasking potential
- ↳ Manages to work with numbers, sheets, and forms
- ↳ Independent, responsible and initiative in solving problems

### Qualifications:

- ↳ **No specific previous experience or education background is required** since mentoring and training will be in place. Candidates with experience in Office Management, Business administration or similar positions will also be considered.
- ↳ Excellent verbal and written communication skills in Bosnian and English language, other languages are plus
- ↳ Proficient in MS Office products (Excel, Word, MS Outlook, MS PowerPoint)
- ↳ Previous experience with CRM, accounting or HRM software is a plus but not expected.

### Your duties:

- ↳ Manage corporate correspondence, e-mail and telephone calls
- ↳ Interact with accounting, legal, tax offices, to maintain functional workplace policies
- ↳ Organize and keep records of official trips
- ↳ Manage office expense budget and inventory
- ↳ Manage the onboarding process of the new employees
- ↳ Manage HR and payroll administration
- ↳ Provide support for all related office needs and ensure that daily activities run smoothly, cultivating a productive workplace and creating a great working atmosphere.

### We offer:

- ↳ Full-time contract of indefinite duration
- ↳ Predicted range of 16.000 KM up to 25.000 KM baseline annual gross salary depending on experience, skill set and expected attitude
- ↳ Performance bonuses in range of 8% to 10% on baseline annual gross salary
- ↳ After two year contract duration possibility for international relocation or exchange program
- ↳ Occasional visits to Prague office and conferences across Europe
- ↳ Flexible working hours
- ↳ Options for full time and part time engagement are possible
- ↳ Focus on personal development and growth through mentoring and training
- ↳ Working on the global market with respectable companies
- ↳ Stimulative and tension-free working environment

We are hiring **1 candidate** at our shared service center in Sarajevo. Please send your CV + motivational letter by the **November 7th**, at [info@storsen.com](mailto:info@storsen.com); we'll get back to you soon.