



## About us:

Bon EOOD is a leading producer and exporter of an extensive range of high quality wild bird food. As a result of the expansion of our business, we are currently recruiting for **Executive Coordinator of the CEO** to support the existing team.

## Responsibilities:

We are looking for highly motivated experienced person, who will primarily provide administrative and project support to the General Manager. This position will ensure the smooth coordination and completion of activities related to scheduling, correspondence and events. The Executive Coordinator will be expected to become knowledgeable about all facets of the organizational structure and strategy.

## Job Requirements:

1. Intermediate spoken and written German or English
2. Experience with administrative, coordinating, or executive support function
3. Experience in a multinational company is an advantage.
4. Strong organizational skills: ability to set priorities, juggle multiple tasks, time-management
5. High degree of motivation and self-discipline with strong professional ethics
6. Outstanding interpersonal skills, including the ability to work both individually and in groups to meet organizational goals.
7. Very good computer literacy.

## We offer excellent employee benefits:

1. Outstanding working conditions with a team of young and motivated professionals
2. Opportunity to improve personal and professional skills
3. Excellent remuneration
4. The opportunity to see the results of your day-to-day efforts.

*\*Bon EOOD is based in Pavlikeni. The company has an organized free transportation for all travelling staff from Gabrovo and Veliko Tarnovo.*

## If you are interested in joining our BON team, please send us:

1. Motivation letter
2. CV in English/German

via e-mail to Ms. Petinka Ivanova ([info@bon.bg](mailto:info@bon.bg)).

**Confidentiality of all applications is assured**