



Cardno is a professional infrastructure and environmental services company, with expertise in the development and improvement of physical and social infrastructure for communities around the world.

We are looking for

Administration and Operations Specialists

Cardno is looking for qualified individuals to join our team. Cardno is implementing USAID-funded Competitiveness Systems Strengthening Activity (CSS). The purpose of the CSS activity is to enable Serbian small and medium sized enterprises (SMEs) to upgrade and become more competitive in local, regional and international markets. This will be achieved through one main objective, which is to increase the competitiveness of selected value chains (VC) in the food processing sector with a focus on aggregate sales, exports and jobs. The CSS Activity will identify gaps in the current competitiveness system and strengthen these systems through capacity development and the facilitation of partnerships among system actors, leveraging these advances to improve productivity and competitiveness.

The Administration and Operations Specialists will:

- Ensure administrative and operational excellence as well as compliance
- Support CSS technical teams
- Provide support in administration, procurement and finance.
- Provide assistance in text editing and translations as needed

Capacities Required for Position

The following are the key minimum capabilities required:

- Relevant educational experience
- Professional experience working on donor support programs
- Strong networking and facilitation experience
- Strong conceptual and communications skills in verbal presentations and writing in English and fluent spoken and written English and Serbian
- Strong organizational abilities, including filing, scheduling, and correspondence
- Ability to work independently with minimal supervision, to accept responsibilities, to prioritize work assignments, meet deadlines, and exercise professional judgment
- Willingness and flexibility to take on other tasks as needed.

To apply please submit a CV and cover letter in English to the following email address:

info@konkurentno.rs

Only the shortlisted candidates will be contacted.

Deadline for applications: June 10, 2019