

HELTUN

Heltun is seeking for an **Administrative Assistant** to join the dynamically growing company and to help it achieve its ambitious goals.

Job responsibilities

- Oversee the general office procedures
- Produce and distribute correspondence memos and letters
- Order office supplies and prepare expense reports
- Maintain products' inventory
- Be able to assist the team in generating reports, preparing presentations, translations, doing market research and analytics
- Support in HR and accounting procedures
- Ensure the smooth operation of office equipment and infrastructure

Required qualifications

- Bachelor's degree in Languages, Communications, Business or Computer Science
- Proficiency in MS office, specifically Word, PowerPoint and Excel
- Excellent knowledge of Armenian, Russian and English
- Advanced communication skills
- Exceptional organizational and time management skills
- Attention to detail and strong problem-solving skills

If interested, please send your application to hr@heltun.com and career@rau.am, including:

- Your **resume**, highlighting your **interest** for joining the team.
- A short presentation of a **project** you have been part of. Please, prepare a few slides in English to describe a selected project of yours (can be volunteer, student or work project), including its goal, results and your role in it. You are free to use any presentation software/tool for your slides.

The application deadline is **December 21**.

Heltun is a fast-growing tech startup, which produces "made in Armenia" smart home devices and exports to European markets.