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Philip Morris International

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The company

Philip Morris International (PMI), part of Altria Group Inc., is one of the largest multinational companies in the world. Our brands are manufactured in over 50 affiliated factories worldwide and are sold in more than 160 markets. PMI employs more than 70,000 people. In September 2003, DIN "Fabrika Duvana" a.d. Nis (DIN) joined the PMI family of companies.

Due to the development of our PM Serbia organization overall and relocation of some parts of our Finance team to **Belgrade** we are currently seeking a

Personal Assistant to the Director of Finance

(Position based in Belgrade)

Description

The Personal Assistant will primarily be responsible for providing administrative support to the Director of Finance. The Personal Assistant will: manage the diary of the Director of Finance; assist the Director of Finance in preparing presentations; from time to time act as a Serbian/English language interpreter; translate documents from Serbian to English or vice versa; plan and execute conferences and meetings and business travel arrangements; plan and organize the finance trainee program; prepare meeting minutes; screen incoming correspondence by sorting and prioritizing it, answering phone calls and e-mails and generally, help the Director of Finance and the Finance Management team to run the department effectively.

The person

- The successful candidate will hold University Degree and will have advanced proficiency in English, excellent PC skills (Excel, Word and Power Point). Previous experience in relevant area will be an advantage.
- Personal attributes important for this role are: Achievement Orientation, Customer Service Orientation, Interpersonal Understanding and Teamwork and Cooperation.

If you are interested in this opportunity and you meet the above mentioned requirements please mail your application by 29th February, with full confidentiality to our HR representative for this opening, Manpower Staffing Services d.o.o. Belgrade on candidate@manpower.co.yu or at Ilije Garašanina St. no.22, 11000 Belgrade, Tel./Fax: 011/3231559; 011/3237784. The application should include your CV and a completed application form, which you may find below. Your application will be considered strictly as confidential.

For further details about career opportunities at PMI, please visit our site at: www.pmicareers.com.

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