

VACANCY ANNOUNCEMENT

SPAR Albania Ltd. is an affiliate of BALFIN Group operating in the sector of food retail with the right of exclusivity of the name "SPAR".

Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro, Switzerland, Croatia, and the Netherlands, employing approximately 5,200 people. The activities of the BALFIN Group comprise real estate, wholesale and retail, banking, asset management, media, education, and logistics. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation, and social investment.

Job position: Asset Management Specialist

Department: Finance

Location: Head Office

Summary: Is responsible for the day-to-day management of his/her duties in accordance with company policies.

Duties and Responsibilities:

- Registers invoices for asset purchases in the accounting register and monitors the documentation accompanying the invoice;
- Maintains asset register, monitors and updates asset moves to different locations;
- Perform periodic checks of assets and codification of assets throughout the network of stores;
- Realizes the inventory of the company's assets in accordance with the company and Group/s policies;
- Monitors and prepares reports on the physical inventory of assets;
- Monitors and prepares the asset write-off process with documentation in accordance with company policies and system registrations;
- Performs tasks assigned to him by the supervisor directly in accordance with his position;

Qualifications and Skills:

- Education:

- University Degree in a related field.

- Work Experience:

- Previous experience in a similar position.

- Additional qualifications:

- Good knowledge of English
- Good knowledge of Finance5, Excel, Navision.

Other skills:

- Good communication skills;
- Systematic and organized

Application procedure: To apply for this position, please submit CV with covering letter before **24/02/2023** to hr@spar.al stating the post on the subject line or by post to the following address: Spar Albania Ltd, Tirana East Gate (TEG), National Street Tirana-Elbasan, Farkë (Lundër), Tirana.

* All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".