

**アクアファーム 南東ヨーロッパ**

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**APPLICATION FORM**

**BUSINESS ASSISTANT**

*[First name] [Last Name]*

*[e-mail]*

*[telephone number]*

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# JOB DESCRIPTION – BUSINESS ASSISTANT

Company AQUAFARM SEE is opening position for Business Assistant to the Director General.

In following text position of the Business Assistant to the Director General is explained in more details.

Evaluation of the candidates will be conducted through 4 phases:

*Phase 1:* Evaluation of Questionnaire from Application Form

*Phase 2:* Evaluation of Resume of Candidates

*Phase 3:* Choosing short-list of 5 candidates

*Phase 4:* Candidates meeting with Director General

## KEY RESPONSIBILITIES

Key responsibilities of Business Assistant are:

* Acting as the first point of contact and RHP to the Director
* Acting on behalf and representing Director General as required, including the management of calls, enquiries and requests, expense authorization and sing off on business-related decisions
* Reporting back to the director with detailed and accurate notes following any absence
* Assisting with budget management and bookkeeping
* Undertaking projects on regular basis, including event planning
* Personal assistant tasks for the director, including, but not limited to, diary management, extensive e-mail correspondence and organizing both internal and external meetings
* Attending meetings and producing follow-up notes, minutes and reports
* Organizing complex travel itineraries and travelling with director
* Providing line management and support to administration and operations teams, including task delegation, training new employees, undertaking appraisals and handling poor performance issues
* Working closely with administration and operations managers to ensure the smooth running of the business, including the maintenance of office stock and supply, and regular database updates
* Website, social network profile and other media administration, updates and maintenance of content
* Assistance in financial reports preparation, close communication with bookkeeper and accountant, preparing, maintaining and overseeing all administration and documentation
* Additional requests for projects and activities according to Company needs

## ESSENTIAL REQUIREMENTS

Essential requirements for Business Assistant are:

* University Degree (Master Degree is advantage)
* Excellent written and verbal communication skills
* Perfect knowledge of Serbian and English Language (Japanese Language is advantage)
* Previous team management experience
* In-depth knowledge of industry (Agriculture, Japan Cooperation, International Cooperation, Cultural and Sport Exchange, Property Rent, Trade, Commerce and Services)
* Competent with Microsoft Office Package (excellent usage of Word, Excel, Access, Outlook, One Note)
* Competent with Website maintenance, Web-design and Picture design (WIX, Photoshop, etc.)

## PERSONALITY PROFILE

Personality profile of Business Assistant:

* Confident working alongside board-level executives, high ranking government officials and partners
* Uses initiative with minimal supervision
* Dedicated to the quality and accuracy of projects from inception to completion
* Can manage a heavy workload with strict deadlines
* Excellent organizational skills
* Flexible and willing to take on ad-hoc tasks
* Comfortable working independently and as part of the team
* Comfortable working in multicultural teams

## BENEFITS

Benefits of working with AQUAFARM SEE are:

* Competitive salary and bonus
* 240 working days annually
* 30 days annual leave per annum
* Possibility of progressing in the Company Hierarchy

## EMPLOYMENT TERMS

Business Assistant will pass four level of evaluation in short-term contracts before it is employed for long-term. Evaluation phase will last 12 months (one year) before long-term contract is offered. In following Table example of employment contracts are presented

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT CONTRACT TABLE** | | | | | | | | | | | | | | | |
| **CONTRACT** | **DURATION** |  | **MONTH** | | | | | | | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** |
| Preliminary ST Contract | 1 month |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Initial ST Contract | 2 months |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Probation ST Contract | 3 months |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final probation ST Contract | 6 months |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LT Contract | Long-term |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT CONTRACTS AIMS** | | | |
| **No.** | **Contract** | **Duration** | **Aims** |
| 1 | Preliminary ST Contract | 1 month | Determine Sinergy between BA and DG |
| 2 | Initial ST Contract | 2 months | Determine Efficiency of BA |
| 3 | Probation ST Contract | 3 months | Determine Capabilities of BA |
| 4 | Final Probation ST Contract | 6 months | Determine Aims and Goals of BA |
| 5 | LT Contract | Long-term | Start fulltime long-term employment |

# QUESTIONNAIRE

Answering this questionnaire should show your experience about position and general information about your approach toward work. Please fill following questionnaire with short, essay type answers.

**Q01: Share an experience you had in dealing with a difficult person and how you handled the situation.**

**A01:** *[Please type your answer here]*

**Q02: What is the key to success when communicating with the public?**

**A02:** *[Please type your answer here]*

**Q03: Describe a time when you successfully provided personal assistance to a coworker or boss.**

**A03:** *[Please type your answer here]*

**Q04: Share an experience in which you successfully shared a difficult piece of information.**

**A04:** *[Please type your answer here]*

**Q05: Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?**

**A05:** *[Please type your answer here]*

**Q06: Share an experience in which you scheduled and confirmed appointments and consultations.**

**A06:** *[Please type your answer here]*

**Q07: Provide an example when your ethics were tested.**

**A07:** *[Please type your answer here]*

**Q08: Provide an effective method you have used to greet visitors and direct them to the appropriate staff.**

**A08:** *[Please type your answer here]*

**Q09: Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?**

**A09:** *[Please type your answer here]*

**Q10: Share an example of when you went above and beyond the "call of duty".**

**A10:** *[Please type your answer here]*

**Q11: Name a time when your patience was tested. How did you keep your emotions in check?**

**A11:** *[Please type your answer here]*

**Q12: Share an experience in which your attention to detail and thoroughness had an impact on your last company.**

**A12:** *[Please type your answer here]*

**Q13: Provide an experience in which you were sensitive to someone’s needs or feelings. How did your helpfulness affect your work environment?**

**A13:** *[Please type your answer here]*

**Q14: Describe your experience operating office equipment (e.g. voice mail messaging systems and software applications).**

**A14:** *[Please type your answer here]*

**Q15: Share your experience performing bookkeeping duties.**

**A15:** *[Please type your answer here]*

**Q16: Explain how you organize, plan, and prioritize your work.**

**A16:** *[Please type your answer here]*

**Q17: Share your experience completing insurance and claim forms.**

**A17:** *[Please type your answer here]*

**Q18: Provide an experience in which you effectively compiled and recorded charts, reports, and/or correspondence.**

**A18:** *[Please type your answer here]*

**Q19: Provide a time when you dealt calmly and effectively with a high-stress situation.**

**A19:** *[Please type your answer here]*

**Q20: Please share an experience in which you presented to a group. What was the situation and how did it go?**

**A20:** *[Please type your answer here]*

**Q21: How do you balance cooperation with others and independent thinking? Share an example.**

**A21:** *[Please type your answer here]*

**Q22: Explain about a time when you developed your own way of doing things or were self-motivated to finish an important task.**

**A22:** *[Please type your answer here]*

**Q23: Share an experience in which personal connections to coworkers or others helped you to be successful in your work.**

**A23:** *[Please type your answer here]*

**Q24: Share an experience when you applied new technology or information in your job. How did it help your company?**

**A24:** *[Please type your answer here]*

**Q25: Provide an experience in which you effectively maintained records, technical library, and/or correspondence files.**

**A25:** *[Please type your answer here]*

**Q26: Provide an experience in which you transcribed recorded minutes, memos and/or notes of the meeting and gave recommendations to executives.**

**A26:** *[Please type your answer here]*

**Q27: Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.**

**A27:** *[Please type your answer here]*

**Q28: Describe your experience performing clerical and/or administrative functions.**

**A28:** *[Please type your answer here]*

**Q29: Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change?**

**A29:** *[Please type your answer here]*

**Q30: Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities?**

**A30:** *[Please type your answer here]*

**Q31: Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?**

**A31:** *[Please type your answer here]*

**Q32: How would you rate your writing skills?**

**A32:** *[Please type your answer here]*

**Q33: Share an experience in which your willingness to lead or offer an opinion helped your company.**

**A33:** *[Please type your answer here]*

**Q34: Provide an example of when you were persistent in the face of obstacles.**

**A34:** *[Please type your answer here]*

**Q35: Provide an example of experience in which you analyzed information and evaluated results to choose the best solution to a problem.**

**A35:** *[Please type your answer here]*

**Q36: Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?**

**A36:** *[Please type your answer here]*

**Q37: Name a time when your creativity or alternative thinking solved a problem in your workplace.**

**A37:** *[Please type your answer here]*

**Q38: Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.**

**A38:** *[Please type your answer here]*

**Q39: Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.**

**A39:** *[Please type your answer here]*

**Q40: Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?**

**A40:** *[Please type your answer here]*

**Q41: Share an experience in which you effectively assisted a executive in the preparation of a report, speech, article, or conference proceeding.**

**A41:** *[Please type your answer here]*

**Q42: Share an effective approach to working with a large amount of information/data. How has your approach affected your company?**

**A42:** *[Please type your answer here]*

**Q43: Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?**

**A43:** *[Please type your answer here]*

**Q44: Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?**

**A44:** *[Please type your answer here]*

**Q45: What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.**

**A45:** *[Please type your answer here]*

**Q46: Will you be willing to learn Japanese Language if it will help you in daily work?**

**A46:** *[Please type your answer here]*

**Q47: Share experience in meeting with Japanese Culture.**

**A47:** *[Please type your answer here]*

**Q48: What is your expectation of this position in next 2 years?**

**A48:** *[Please type your answer here]*

**Q49: What is your expectation of this position in next 5 years?**

**A49:** *[Please type your answer here]*

**Q50: What is your expectation of this position in next 10 years?**

**A50:** *[Please type your answer here]*

**Q51: What is your experience with Agriculture?**

**A51:** *[Please type your answer here]*

**Q52: What is your Experience with International Cooperation?**

**A52:** *[Please type your answer here]*

**Q53: What is your Experience with Trade Commerce and Services?**

**A53:** *[Please type your answer here]*

**Q54: What is your Experience with Real-estate Rent?**

**A54:** *[Please type your answer here]*

# RESUME OF CANDIDATE

## GENERAL INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **First**  **name:** | Name |  | Photo  50 mm x 70 mm |
| **Last**  **Name:** | Last Name |  |
| **Date**  **of birth:** | 00.00.0000 |  |
| **Gender:** | Gender |  |
| **Nationality:** | Serbian |  |
| **Address:** | Street, Number, Postal Code, City, Country |  |
| **Phone:** | +381 (0) 00 00 00 000 |  |
| **e-mail:** | [email@email.com](mailto:email@email.com) |  |  |
| **Driving license:** | B category |  |  |

## EDUCATION:

|  |  |
| --- | --- |
| **INSTITUTION** | **DIPLOMA:** |
| University  Faculty  [date from – to] |  |
| University  Faculty  [date from – to] |  |
| University  Faculty  [date from – to] |  |

## KNOWLEDGE OF LANGUAGES:

*On scale 1 to 5 mark level [1 – excellent; 5 – basic]*

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **READING** | **WRITING** | **CONVERSATION** |
| Language 1 | Mother tongue | | |
| Language 2 |  |  |  |
| Language 3 |  |  |  |
| Language 4 |  |  |  |

## ICT KNOWLEDGE:

*On scale 1 to 5 mark level [1 – excellent; 5 – basic]*

|  |  |
| --- | --- |
| **SOFTWARE** | **LEVEL** |
| Word |  |
| Excel |  |
| Access |  |
| Outlook |  |
| One Note |  |
| Windows |  |
| Gmail |  |
| WIX |  |
| Adobe Photoshop |  |
| Other 1 |  |
| Other 2 |  |
| Other 3 |  |
| Other 4 |  |

## OTHER USEFUL KNOWLEDGE FOR THE PROPOSED POSITION:

*On scale 1 to 5 mark level [1 – excellent; 5 – basic]*

|  |  |
| --- | --- |
| **KNOWLEDGE** | **LEVEL** |
| Other 1 |  |
| Other 2 |  |
| Other 3 |  |
| Other 4 |  |
| Other 5 |  |

## OTHER SKILLS:

## CURRENT POSITION:

## YEARS WITH CURRENT EMPLOYER:

## GENERAL QUALIFICATIONS FOR THE POSITION:

QUALIFICATIONS:

GENERAL PROFESSIONAL EXPERIENCE:

SPECIFIC PROFESSIONAL EXPERIENCE:

## SPECIFIC EXPERIENCE IN THE REGION:

|  |  |
| --- | --- |
| **COUNTRY** | **DATE FROM-TO** |
| Country 1 |  |
| Country 2 |  |
| Country 3 |  |
| Country 4 |  |
| Country 5 |  |

## PROFESSIONAL EXPERIENCE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE**  ***[from – to]*** | **LOCATION** | **EMPLOYER** | **POSITION** | **DESCRIPTION** |
|  |  |  |  | **Company description** *[field of work]*  ***RESPONSIBILITIES:*** |
| ***CONTACT PERSON:*** *FIRST NAME LAST NAME, TITLE / E-MAIL* | | | | |
|  |  |  |  | **Company description** *[field of work]*  ***RESPONSIBILITIES:*** |
| ***CONTACT PERSON:*** *FIRST NAME LAST NAME, TITLE / E-MAIL* | | | | |
|  |  |  |  | **Company description** *[field of work]*  ***RESPONSIBILITIES:*** |
| ***CONTACT PERSON:*** *FIRST NAME LAST NAME, TITLE / E-MAIL* | | | | |
|  |  |  |  | **Company description** *[field of work]*  ***RESPONSIBILITIES:*** |
| ***CONTACT PERSON:*** *FIRST NAME LAST NAME, TITLE / E-MAIL* | | | | |
|  |  |  |  | **Company description** *[field of work]*  ***RESPONSIBILITIES:*** |
| ***CONTACT PERSON:*** *FIRST NAME LAST NAME, TITLE / E-MAIL* | | | | |
|  |  |  |  | **Company description** *[field of work]*  ***RESPONSIBILITIES:*** |
| ***CONTACT PERSON:*** *FIRST NAME LAST NAME, TITLE / E-MAIL* | | | | |
|  |  |  |  | **Company description** *[field of work]*  ***RESPONSIBILITIES:*** |
| ***CONTACT PERSON:*** *FIRST NAME LAST NAME, TITLE / E-MAIL* | | | | |
|  |  |  |  | **Company description** *[field of work]*  ***RESPONSIBILITIES:*** |
| ***CONTACT PERSON:*** *FIRST NAME LAST NAME, TITLE / E-MAIL* | | | | |

## OTHER RELEVANT INFORMATION:

## HOBBIES:

## MEMBERSHIP OF PROFESSIONAL BODIES AND ORGANIZATIONS:

## EXPECTED NET SALARY:

|  |  |
| --- | --- |
| **CONTRACT** | **NET SALARY IN RSD** |
| Preliminary ST Contract | 00.000,00 |
| Initial ST Contract | 00.000,00 |
| Probation ST Contract | 00.000,00 |
| Final Probation ST Contract | 00.000,00 |
| LT Contract | 00.000,00 |

## WHAT YOU KNOW ABOUT JAPAN AND JAPANESE BUSINESS CULTURE AND JAPANESE BUSINESS WAYS?