

# Assistant to Director - Q32021

## About DONOS

**DONOS** is a French IT consulting company and a Certified Solution Atlassian Partner with a branch in Armenia since October 2019. We provide consultancy around Atlassian products (installation, integration, configuration, customization, training and support ...). We value "People before Software" as change management is core before setting up new Software Solutions and we want to partnership with our customers in the long run with continuous improvement.

**DONOS** wishes to gather a team of multidisciplinary consultants able to work together upon the challenges of tomorrow.

**DONOS values:** Team, Loyalty, Adaptability, Intrapreneurship

And because we spend most of our time at work, comfort and casual environment will always be a priority.

## About the position

DONOS AM is seeking an Assistant to the Director to join our team. The ideal candidate is someone who is proactive and organized and willing to be part of a growing international team. In this position, you will work directly with the Director of DONOS to support him with daily tasks including :

- Mainly assist the Director daily so he can focus more on the Team and Clients
- Administrative tasks (Contracts, Deadlines, Follow ups with our Partners, Suppliers and Clients...)
- Logistics (Bookings for Business trips for the team, organizing office management, organize internal / external events...)
- Dealing with Presales for Licenses purchase with the customer
- Assist the team with any administrative tasks
- Assist the finance with any administrative tasks

Other tasks, duties or assignments can complete the job description depending on the career goals or wishes of the employee.

## Responsibilities

- Proactively assist the director
- Help the director with organizing the agenda
- Take over little by little Admin and Presales tasks
- Responsible for Logistics
- Be a real point of contact for the entire team

## Preferred experience

- Fair knowledge of IT Business, Digital solutions and Social Networks
- Good knowledge of the Google and Office Suite
- Quick learner and Organizer
- Multitasker
- Ability to integrate a Tech Team and become a real point of contact to support them daily
- Embrace working with a growing team
- Comfortable moving between tasks, and eager to learn and take on new challenges
- Fluent in French and English is a must

## How and where we work

At DONOS AM, we value team work and team effort. Even though we have our own projects on the daily basis we chat or call each other almost every day to help one another as we all have different skills and experiences we can share. When we are not on the client site or at the office we can also work from home.

## Benefits

We believe in Team and Happiness this is why we are encouraging initiative coming from employees that can bring value to the team and DONOS AM. We are committed to ongoing learning, being proud of our work, we will provide training and certification preparation to help you grow with us and in the path of the career you seek.

DONOS AM encourage work ethics so our employees are encouraged and supported to pursue interests in giving back to their communities.

## Business Trips

Most of the work will be done in Yerevan. Opportunities might require business trips to other cities in Armenia or abroad.

## Possible Promotions upon achievements

DONOS is a young company with multiple potential career paths :

- Office Manager
- Communication Manager
- Happiness Manger

## **Application procedures**

Deadline for applications : August 31, 2021

Please apply by sending an e-mail with your CV at [hello@donos.fr](mailto:hello@donos.fr) (in French or in English)

First interview with Mikael Donikian (CEO) or Nazar Tatevossian (CFO)

Second interview with HR Manager (if the interview can be in French)