

EXTERNAL JOB POSTING

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| Position: | Assistant Specialist |
| Work Place: | Head Office, Treasury Department |
| Open Date: | 16.12.2022 |
| Closing Date: | 04.01.2023 |
| Language Requirements: | English |

Duties & Responsibilities:

- To prepare the daily news report which includes local news articles and international news articles.
- To prepare the weekly news report while filtering important dates due to their importance that may reflect on market (source: Bloomberg)
- Preparing Treasury Department's deals tickets.
- Preparing FX Position Report and Liquidity Report on the absence of Treasury staff.
- To make research on financial institutions and countries.
- Analysis of financial institutions, with deep knowledge on financial statements.
- Close follow-up of global developments in politics, economics and banking sector.
- Preparing reports and analysis for bulk data.

Requirements:

- Graduated or undergraduate in Economics, Business Administration, Banking and Finance.
- Knowledge of international finance, politics and regulations.
- Excellent verbal, written and interpersonal communication skills.
- Very good time management and organizational skills, ability to work on own initiative and as a member of a team.
- Willing to learn, strong analytical thinking, problem solving and reporting skills.
- Good working knowledge of MS Office, acquaintance with macros is a plus.
- Fluent in both written and spoken English (Knowledge of Turkish is an asset).

Interested candidates are encouraged to apply by filling up the form in English:

<https://bkt-ks.com/bkt/burimet-njerezore/mundesi-punesimi/>. For any problems contact hrbktkosove@bkt.com.al

All applications will be treated with the highest confidentiality. Only candidates that meet our criteria will be notified.



038 666 666 | www.bkt-ks.com

Ne jemi gjithmonë këtu