
JOB ANNOUNCEMENT

Ref.: F002/FF/RH

Open to: All interested candidate	Start date: As soon as possible, after an interview.
Position: Assistant Manager (AM)	Employment type: full-timer.
Closing date of application: November 15, 2019	Work Location: Antananarivo
Reporting to: General Manager (GM), basically	

GPN is an organization aimed at providing outstanding language and consulting services while helping amateurs and professionals in the public, private and education sectors to overcome language barriers and management challenges that could limit their performance and hinder their educational, business and leadership careers.

Duties & Responsibilities

The incumbent will wear three hats including that of

- (1) ***Book-keeping*** and ****accounting**: *keeping all the detailed financial and non-financial records of the transactions and operations of the company; preparing for payments to creditors while making and verifying documentation, and requesting payment from debtors >> **planning, designing, recording, analyzing, classifying, interpreting and summarizing as well as reporting the company's financial data (on cashflow) and operations (relating to assets, liability and capital) while keeping them confidential and fulfilling the country's legal requirements, and advising management on needed actions.
- (2) **Marketing**: researching for, planning, designing, implementing as well as developing marketing strategies; writing and proofreading marketing literature (e.g. like flyers, brochures, etc.) and advertising in different platforms; running social media channels (e.g. Facebook, LinkedIn, etc.); organizing and attending events such as conferences, seminars, receptions and exhibitions for market development; maintaining and updating customer database; forecasting service demand and gathering information from consumers on issues relating to service pricing, quality and preferences for maintenance or corrective measures; effectively managing events, press release, and promotional materials and online publicities; identifying, monitoring and reporting on competitor activities and strategies; tracking marketing performance and return on investment.
- (3) **Executive secretary**: providing administrative support by preparing memos, reports, emails, etc.; maintaining a filing system, answering telephone calls and routes messages; preparing meeting agenda, PPT for presentations; coordinating multiple schedules including that of a meeting, appointment and ordering meals or refreshments for the occasions; supervising lower level employees and reporting on their performance; preparing employee salary payment and payrolls as directed by the GM; filing tax returns and other financial obligations; in case of executive business trip, the AM is responsible for booking airline tickets, car rental, and hotel arrangements as needed; receiving clients and visitors on and off-site; working on behalf of the GM during his absence by performing his necessary administrative, management and leadership tasks.

Must have

Bachelor's or Master's degree in Accounting and Marketing or Management with the related specialization; at least one year of work experience in related field; knowledge of analytical research, report preparation and distribution; good organizational skills and ability to multi-task; ability to use finance and accounting software; mastery of General Accounting Plan; ability to coach, work cooperatively and collaboratively with colleagues, but also with the capability of executing tasks in an autonomous way; highly developed communication competence as well as advanced computer applications and internet skills.

Should have

The ability to manage special projects and program related to the entire organization and maintaining databases; high proficiency in English and French languages; balanced temperament and interpersonal skills framed by moral integrity, honesty, fairness and rigor; heightened sense of responsibility; attention to detail and remarkable values of punctuality, adaptability and professionalism; the ability to work under pressure.

Ideally with

Three years' work experience; outstanding communication skills; emotional intelligence; selfless leadership caliber; project management competence; self-driven work motivation and enthusiasm; high creativity and innovative work method.

Who does AM report to?

GPN Assistant Manager submits biweekly report related to his/her duties and job responsibilities **To** the General Manager (**Cc:** Managing Director).

What are in the remuneration package?

Monthly salary, occasional work benefits (e.g. paid sick leave), annual bonus (depending on work performance), social insurance at CNaPS and membership at a certain health care organization, on-the job training, and free-of-charge language learning program.

How to apply

Cover letter, resume (CV) with recent photo and copies of degree, diploma and certificate mentioned in the application as well as one letter of recommendation (academic and/or professional) should be handed in to the address seen below or sent by email to info.mada@gpn.services before Nov. 15, 2019.

Please note: only the short-listed candidates that will be contacted for an interview ~ GPN...

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with thoughts, actions an' words**

GLOBAL POLYGLOTS NET. (GPN)

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