

## **Freelance Assistant (in the Railway Sector)**

Employer: Freelance Railway Advisor Stefan Radaković

Position: Freelance (part-time, up to 10hrs p.w.)

Location: Belgrade, Serbia (Remote)

Salary: 500 RSD / hour

Starting Date: 03.07.2023

### **Company Description**

Since 2021, I have been working freelance in the business development sector of (mostly) the railway industry. Projects ranging from setting up entities in foreign countries, to supporting companies in winning public procurement contracts. The scope of services I'm trying to provide is broad, while I'm still looking for a niche. The company is active in Germany and Serbia, but we service all of Central and Eastern Europe, as well as Central Asia.

### **Your Responsibilities**

- Manage the acquisition of new clients (researching and reaching out)
- Monitoring public procurements in select countries (depending on projects and/or your area of expertise)
- Assisting in day to day tasks (depending on the project)

Don't worry if you have no experience with these kinds of tasks, or the railway sector, if this position sounds interesting to you, feel free to apply. You will be onboarded with all the necessary knowledge.

### **Your Qualifications**

- Finished secondary education
- Excellent knowledge of English (C1) and at least one more language (C1)
- Legal residence in Serbia

Optional (and I mean optional)

- Enrollment in an academic program, and/or finished Bachelor's degree
- Experience in the railway sector
- Good knowledge of German (B1)
- Any official language from the region of Central and Eastern Europe, as well as Central Asia is an asset

If this sparked your interest, please send me your CV and a few sentences about yourself via e-mail to [info@stefanradakovic.com](mailto:info@stefanradakovic.com), applications close on June 15th 2023.