REGIONAL BUSINESS COORDINATOR, 12 000 ГРН.

6 липня 2017 Місто: Київ

Готовий до відряджень: Рівне

Вік: 49 років

Режим роботи: повний робочий день

Категорії: Реклама, маркетинг, PR, Торгівля, продажі, закупівлі

✔ Готовий до відряджень

Досвід роботи

Executive Director

Business Center

06.2016 – 10.2016 (4 місяці)

Обов'язки: Activity: Business services: Recruitment employees; Marketing services; Information services; Translations; Tutoring; Consultation. Responsibilities: -Managing a business center for the service of small and average business and individuals. -Administration of business processes; -Coordination and control work of specialists in the fields; -Recruitment and training of employees; -Ensuring a high quality of services and their effectiveness; -Negotiating with customers, contractors, partners; -The development and improvement of business processes; -Execution all kinds of business center services; -Monitoring and analysis of information; -Strategic planning of business processes. -Translations from Czech, Polish, English; -Written translation; -Tutoring from English; -Consultation.

Освіта

National University of Water Management and Nature Resources Use

Спеціальність: Faculty of Management, speciality of Management and Marketing

повна вища, 09.1998 – 06.2004 (5 років 9 місяців)

Додаткова інформація

Особисті якості, хобі, захоплення, навички: PERSONAL QUALITIES: Reliable, disciplined, hard-working, fair, responsible, honest, conscientious, attentive, neat, punctual, organized, pedantic, communicable, principled, demanding, resolute, observant, forbearing, friendly, consistent, reasonable, thrifty, flexible, high moral principles. FOREIGN LANGUAGE SKILLS: I am fluent in English, Polish, Czech, Russian and Ukrainian languages. I have basic knowledge as well as read and speak in Italian, German,

SPECIAL SKILLS:

I am fluent in English, Polish, Czech, Russian and Ukrainian languages.

I have basic knowledge as well as read and speak in Italian, German, Slovak.

Skills to represent, to coordinate and to control development foreign and international marketing/management projects, distribution and representations in own region.

Strong ability and good skills to manage the risks.

Manage, negotiation and planning skills.

Leadership skills. Excellent communication and presentation skills.

Strong analyse skills, analytical mind.

Ability and skill to accurately assess the situation to make accurate conclusions, to make effective decisions, to decide strategic, organizational questions / tasks.

Skills treating, teaching, listening, and counseling. Ability to fast learning.

Good knowledge of Trade Marketing.

I am able manage my own time and the time of other people.

Confident user of PC, Windows, MS Office, MS Outlook, MS Access, MS Excel, MS Word, Internet Explorer.

I have strong intuition, a high level of self-organization, self-discipline, self-criticism, self-learning and self-analysis.

I have driver license “BC“.

Мета пошуку роботи, побажання до місця роботи: OBJECTIVE: My goal is the search for work in Rivne, Ukraine on the position of Regional Business Coordinator. NOTE: The big request, all of your job offer for me, as well as all business proposals for me, please send me on my email.