



Ваш надежный помощник

Личный помощник генерального директора, 80000 грн.

📍 Киев,

Рубрики: [Офисный персонал](#), [Работа для студентов](#), [Работа за рубежом](#)

Пожелания к сотруднику

Образование:	не имеет значения
Опыт работы:	не требуется
График работы:	полный рабочий день

Описание вакансии

We are selecting the new Executive Personal Assistant for our CEO.

Specific experience is not the main criteria of selection. Selected candidate must have fast learning curve and strong adaptability.

Candidates are kindly required to send a resume with photo.

Position requirements:

- English at least conversational level.
- Total availability to travel worldwide assisting our CEO, in particular in USA and Europe.
- Strong inclination to a career and new life abroad.
- Excellent organization skills. Excellent communication and PR skills and excellent appearance.

Position Benefits:

- Life expenses and accommodation
- Fixed monthly salary (starting at € 3.000 net + bonus)
- High career Perspectives
- Long term work contract: minimum 3 years
- Our company will carry out the required procedures for work visas.

Контактная информация

Контактное лицо: GiulianaSpencer