https://jobs.ua/job-lichnyiy-pomoschnik-generalnogo-direktora-3797948

Ваш надежный помощник

Личный помощник генерального директора, 60000 грн.

Киев,

Рубрики: Офисный персонал, Руководство, Работа для студентов

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 Chief Executive Officer.

The candidate must be preferably female. Maximum 30 years of age. 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:

- Readiness to study and learn english in short time.
- 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