



Ваш надежный помощник

# Secretary with a focus on personnel management

📍 Киев,

Компания: Redcliffe Partners

Рубрики: [HR, управление персоналом](#), [Офисный персонал](#)

## Пожелания к сотруднику

Образование: неоконченное высшее

Опыт работы: от года

График работы: полный рабочий день

## Описание вакансии

Redcliffe Partners is currently looking for a Secretary. We encourage you to apply if you want to contribute your efforts to our team working on high-profile and challenging international projects.

### Main requirements:

- Higher education
- Proficient PC user (Word, Excel, PowerPoint, Outlook)
- Good command of English
- Working experience with personnel documents would be a plus, but is not mandatory
- Commitment to excellence, high degree of accuracy and attention to details
- Commitment to the team.

### Key responsibilities:

- Supporting reception area: directing all incoming requests to the appropriate employees
- Sending correspondence by courier services
- Work with personnel documents, participation in the maintenance of personnel documents
- Receiving and sorting mail & deliveries
- Working with documents: scanning, printing, formatting
- Administrative and organisational support of staff

### We offer:

- Part time work (half a day) and flexible schedule with working in the office
- Official employment
- Competitive salary
- 28 days of paid vacation, paid sick leave
- Supportive and friendly atmosphere
- Professional and personal growth opportunities.

Please submit your CV and a cover letter to [office@redcliffe-partners.com](mailto:office@redcliffe-partners.com) with the subject "Secretary".

## Контактная информация

Телефон: +38 (050) 017-71-72

Контактное лицо: Інна

Сайт: <https://redcliffe-partners.com/>

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