



Ваш надежный помощник

CEO Personal Assistant

📍 Киев,

Компания: Aihard.EU

Рубрики: [Бухгалтерия, финансы, учет/аудит, Юриспруденция, право, Консалтинг](#)

Пожелания к сотруднику

Образование: среднее
Опыт работы: от года
График работы: свободный график работы

Описание вакансии

Your responsibilities

- Organizing and coordinating business and private travel, both domestic and international,
- Ongoing monitoring and management of all aspects of international travel, i.e.: visas, permits, certificates. Being available during trips of CEO to ensure the ongoing organization of any tasks assigned during the trip,
- Cooperation with law firms,
- Cooperation with the accounting department,
- Taking care of proper preparation and circulation of documents, ensuring formalities, official matters,
- Cooperating with external companies on project related tasks,
- Proactively managing the calendar to optimize schedules, coordinating and scheduling internal and external meetings,
- Ensuring good business relations with business partners,
- Ensuring a positive corporate image and confidentiality of information,
- Other ad-hoc tasks.

Employer requirements

- Bachelor's degree or experience as an assistant to Partners/Members of the Board,
- Fluency in English (our client works mainly in English, in your daily work you will communicate with foreign partners, prepare presentation and reports),
- Initiative and commitment to work performance,
- Excellent organization of own work and coordination of multiple independent initiatives,
- Ability to establish and maintain good business relationships,
- Ability to manage information flow and make independent decisions,
- Openness, conscientiousness, accuracy,
- Multi-tasking,
- Good knowledge of the Microsoft Office package,
- Communicative knowledge of Polish will be appreciated.

Контактная информация

Телефон: +38 (093) 855-86-45

Контактное лицо: Adam

Сайт: <http://aihard.eu>