



Личный ассистент, 60000 грн.

📍 Киев, 🔄 8 июля

Компания: [Whitecoin - A Financier Venture Capital Project](https://jobs.ua/company/id/1614303) (https://jobs.ua/company/id/1614303) ([Все вакансии](#))

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, but the candidate must have fast learning curve and strong adaptability. Frequent travelling and relocation is required to our European headquarters. Candidates are kindly required to send a resume and possibly links to social media.

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