



Ваш надежный помощник

## Personal Assistant (Relocate)

Днепр, 1 февраля  
2024

Компания: [Hosting Solutions](https://jobs.ua/company/id/374614) (<https://jobs.ua/company/id/374614>) ([Все вакансии](#))

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

### Пожелания к сотруднику

|                |                     |
|----------------|---------------------|
| Образование:   | полное высшее       |
| Опыт работы:   | от года             |
| График работы: | полный рабочий день |

### Описание вакансии

Вимоги, побажання:

- Fluent in English and Slovak (negotiations, business correspondence).
- Previous work experience in positions such as travel manager and executive assistant.
- Ability to work in an environment of ambiguity and tight deadlines.
- Driver's license and experience in driving.
- Skills in business self-presentation.
- Organization, independence, attentiveness.
- Ability to travel to EU and non-EU countries.

Обов'язки:

- Manage the CEO's daily schedule, coordinate the work calendar, and oversee important dates and events.
- Plan and arrange both business and personal trips, including ticket reservations, hotel bookings, and transfer arrangements for the CEO and his family members.
- Assist in organizing meetings and negotiations.
- Complete personal tasks for the CEO and his family members, such as booking restaurant reservations, procuring items, and managing logistics and delivery-related matters, among other responsibilities.
- Provide information and support on various matters.
- Handle confidential information with discretion.

Умови:

- Remote work from Bratislava with the possibility to use our co-working space.
- Support of legalization in Slovakia if needed.
- Challenging tasks and opportunity for professional development.
- Competitive salary and all necessary equipment.

### Контактная информация

Телефон: +38 (099) 203-23-96

Контактное лицо: DariaMishyna

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