



Ваш надійний помічник

# Secretary

📍 Одеса,

Компанія: V. Ships Offshore  
Ukraine

Рубрики: [Офісний персонал](#)

## Побажання до співробітника

Досвід роботи: бажано  
Графік роботи: повний робочий  
день

## Опис вакансії

Prominent British Ship Management Company is looking for a secretary to join their team in Odessa.

Important

The right candidate for this position must have previous experience in crewing, fluent English and strong interpersonal skills.

Main responsibilities:

Dealing with telephone and email enquiries;

Creating and maintaining filing systems;

Sorting And Distributing Incoming Post And Organising And Sending Outgoing Post;

Working with database of seafarers and internal documentation;

Using a variety of software packages, such as Microsoft Word, Outlook, Excel, Powerpoint, etc.

Position advantages:

Attractive salary

Official employment;

Creative job in a fast paced environment.

## Контактна інформація

Телефон: +38 (048) 722-20-85

Контактна  
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