



Ваш надійний помічник

## Team assistant – Administrator в Харькове

,

Рубрики: [Офісний персонал](#)

### Побажання до співробітника

Графік роботи: повний робочий день

### Опис вакансії

Requirements:

1. Experience as administrator, secretary, assistant at least 1 year.
2. Fluent English.
3. Higher education.
4. Computer knowledge.

Responsibilities:

1. Working with in\out coming calls, correspondence.
2. Assistance to employees with common tasks.
3. Work with delivery and suppliers companies.
4. Solving different administrative questions.

Realize Your Potential!

We believe in cultivating our employees to realize their potential and become part of the success of the company. We are dynamic, energetic and expanding, and our most important resource for growth is you.

Please, sent your CV only in English to: [ukraine@huawei.com](mailto:ukraine@huawei.com)