



Ваш надійний помічник

Executive Assistant

📍 Харків,

Рубрики: [Офісний персонал](#)

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	від року
Графік роботи:	повний робочий день

Опис вакансії

We are looking for an executive's right hand person to perform a variety of complex tasks requiring proficiency with large amount of data, strong organizational skills, a high degree of competence, skill, judgment, self-motivation, as well as independence of action.

Requirements:

- Higher education (preferably in the business domain);
- Advanced/Fluent English;
- Excellent interpersonal, verbal, and written communication skills;
- Demonstrated ability to multi-task, respond to needs quickly, and efficiently and prioritize work with a strong attention to detail;
- Knowledge of business ethics;
- Love for the profession.

Personal qualities:

- Analytical thinking;
- Must be a self-starter and able to work with little or no supervision;
- Ability to effectively communicate and collaborate with a diverse range of people and job functions;
- Exercise excellent judgment in setting priorities and interacting with internal and external contacts.

Duties:

- Act as a creative problem solver, liaison, and facilitator in managing support responsibilities;
- Establish and maintain effective and cooperative professional business relationships with all levels of management, employees, and outside clients;
- Daily planning, organization, and coordination;
- Conduct research and prepare reports;
- Compose routine and complex documents;
- Assist with and/or coordinates special projects, events, meetings;
- Maintain documents and confidential files and records;
- Assess and recommend improved procedures;

-Organize business trips, meetings, conduct telephone conversations;

-Run personal errands.

Send your CV to: jobs@nixsolutions.com or fill our CV form: <https://www.nixsolutions.com/ru/career/cv/?vacancy...>

Контактна інформація

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