



Ваш надійний помічник

# Project control assistant

Рубрики: [Офісний персонал](#)

## Побажання до співробітника

Графік роботи: повний робочий день

## Опис вакансії

Обов'язки:

### - General

- 1) Control of office supplies
- 2) Planning and ordering of needed stationery etc.
- 3) Control of payments regarding office (PR, PO creation for needed payments)
- 4) Accommodation support for employees coming from other regions
- 5) Office mailing registration
- 6) General support

### - Project

- 1) Sites access arrangement control and support
- 2) Material management support
3. Preparion report to management and project team
- 4.

Fluent English

Advanced user of PC (office software), especially Excel, Power Point

Higher education

Full time job

If you are interesting at current position, please send your English CV with title of desired position to: [ukraine@huawei.com](mailto:ukraine@huawei.com)