



Ваш надійний помічник

# Vehicle and office management Administrator

📍 Київ,

Рубрики: [Офісний](#)  
[персонал](#)

## Побажання до співробітника

Графік роботи: повний робочий  
день

## Опис вакансії

### Responsibilities:

1. 5 years experience in vehicles and office management
2. large company administrative experience
3. Proficient in computer operation
4. English proficiency can be a very good writing and communication
5. The university undergraduate course graduation

### Main Requirements:

- Advanced/fluent English
- Higher education
- Strong organizational skills, ready to work independently;
- Ability to learn fast from tutor and self study;
- Welcoming and responsible personality;
- High level interpersonal skills;

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