



Ваш надійний помічник

Remote Personal Assistant for Business Owner

📍 Харків,

Компанія: Dev-Pro

Рубрики: [IT, WEB](#)
[фахівці](#)

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	бажано
Графік роботи:	повний робочий день

Опис вакансії

Project description:

You will work closely with the business owner, helping him to make the best use of his time by providing administrative support on a one-to-one basis. Responsibilities will often include making travel arrangements, organizing events/engagements, managing appointments or calendars, making reservations, placing orders, answering/returning calls, and other similar administrative and support duties.

Role description:

- Full scope of remote personal support;
- Coordination and monitoring of housekeeping tasks fulfillment;
- Conducting background research and presenting analytical results;
- Documentation management;
- Organizing traveling and preparing complex travel itineraries, visas and accommodation;
- Handling personal requests;
- Working hours: Mon-Fri, 15:00-23:00.

Required skills:

- Fluent English (including formal);
- Strong analytical skills;
- Structural thinking and ability to prioritize tasks;
- Attention to details;
- Good communication and organizational skills;
- Self-motivation and proactiveness;
- Proficiency with PC (MS Office and Excel particularly) and ability to easily pick up new software and IT tools;
- Ability to meet deadlines.

We offer:

- Opportunity to work in the international fast paced environment
- Social package, including paid vacation, state holidays, paid sick leaves
- Paid Sports: swimming pool and gym
- Paid massage course
- Doctor's cabinet
- Teambuildings
- Corporate summer party and New year celebrations

Контактна інформація

Телефон: +38 (057) 766-43-05

Контактна особа: Helen