



Ваш надійний помічник

Business Assistant with Excellent English, Finance Practice

📍 Харків,

Рубрики: [IT, WEB](#)
[Фахівці](#)

Побажання до співробітника

Досвід роботи: обов'язковий
Графік роботи: повний робочий день

Опис вакансії

We're searching for a coordinator who will take over managing correspondence, organizing meetings, events and business travels, managing tables and the CRM, reporting, and preparing documents and presentations.

The responsibilities will include planning and coordinating meetings, as well as administrative support for the London team (remotely via Outlook, Skype etc.)

Required Skills and Experience:

- Advanced level of English (written and spoken).
- Computer literacy (solid knowledge of Outlook, MS Excel, MS PowerPoint).
- The ability to search for and analyze information.
- Self-organized person.
- The ability to make their own decisions.
- Experience arranging business trips.
- Strong communication skills.
- Punctuality, attention to details.
- Multitasking abilities.

Additional Competences:

- Experience working in banks and other financial and investment companies.
- Experience working in an international company/with a senior manager who's a foreigner.

DataArt offers:

- Professional Development:
 - Experienced colleagues who are ready to share knowledge;
 - The ability to switch projects, technology stacks, try yourself in different roles;
 - More than 150 workplaces for advanced training;
 - Study and practice of English: courses and communication with colleagues and clients from different countries;
 - Support of speakers who make presentations at conferences and meetings of technology communities.
- The ability to focus on your work: a lack of bureaucracy and micromanagement, and convenient corporate services;
- Friendly atmosphere, concern for the comfort of specialists;
- Flexible schedule and the ability to work remotely;
- The ability to work in any of our development centers.

Контактна інформація

Телефон: +38 (057) 727-08-27

Контактна
особа: ТамараЗмиєвська

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