



Ваш надійний помічник

Administrative assistant

📍 Харків,

Компанія: Ehvert Mission
Critical

Рубрики: [Офісний персонал](#)

Побажання до співробітника

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

Опис вакансії

Requirements:

Excellent (C1 or C2) written and verbal English skills

- Strong organizational skills with ability to multi-task
- Proficiency in Microsoft Office (MS Excel, MS Word and MS Power Point)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Eager to learn
- Ability to work in a fast-paced and deadline-driven environment
- Responsible and trustworthy with confidential information

About the Position:

Ehvert is seeking an administrative assistant to work in our Kharkiv office. We have openings for applicants who wish to work full time, morning and/or evening shifts.

Ehvert is a leading design firm that specializes in complex facilities. We design and model complex facilities (building construction projects) in Canada for financial institutions, telecommunications companies, government and other public and private sectors. Our commitment to innovation drives the company to provide excellent services to all our clients.

Responsibilities:

- Plan, coordinate and schedule appointments and meetings
- Receive, send and track mails, and packages
- Order office supplies
- Organize and book travel arrangements of employees and clients
- Write and distribute email, correspondence, letters, faxes and forms
- Preparation of technical documents
- Take initiative and make decisions to provide support to team members and managers
- Develop and maintain electronic and hard-copy filing system

All applications, including resumes, must be submitted in the English language.Требования:

Обязанности:

Условия:

Контактна інформація

Контактна особа: EhvertEhvert