



# Личный помощник генерального директора, 60000 грн.

📍 Харків,

Компанія: Venture Capital Inc. Worldwide

Рубрики: [Офісний персонал](#), [Робота для студентів](#), [Робота за кордоном](#)

## Побажання до співробітника

Освіта:	не має значення
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

## Опис вакансії

We are selecting the new Executive Personal Assistant for our Chief Executive Officer.

The candidate must be preferably female. Maximum 30 years of age. Specific experience is not the main criteria of selection. Selected candidate must have fast learning curve and strong adaptability.

Candidates are kindly required to send a resume.

## Position requirements:

- Readiness to study and learn english in short time.
- Total availability to travel worldwide assisting our CEO, in particular in USA and Europe.
- Strong inclination to a career and new life abroad.
- Excellent organization skills. Excellent communication and PR skills and excellent appearance.

## Position Benefits:

- Life expenses and accommodation
- Fixed monthly salary (starting at € 3.000 net + bonus)
- High career Perspectives
- Long term work contract: minimum 3 years
- Our company will carry out the required procedures for work visas.

## Контактна інформація

Контактна особа: GiulianaSpencer