



Ваш надійний помічник

# Помічник керівника, Business Assistant, офіс менеджер, English speaking

📍 Київ, 🕒 21 серпня 2023

Компанія: [IRES](https://jobs.ua/company/id/119315) (https://jobs.ua/company/id/119315) ([Всі вакансії](#))

Рубрики: [Офісний персонал](#)

## Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	від двох років
Графік роботи:	повний робочий день

## Опис вакансії

**IRES** – Ukrainian provider of Integrated Facility and Management Project Management services for international corporate accounts (commercial real estate).

**IRES** Integrated Facility Management department is looking for new team member - **Business Assistant**.

Our client is a global technology company in the field of payment systems.

Our new team member currently will work remotely with 2-month probation period.

But, when the company office will be reopened (potentially - after wartime), the work will request the presence in the office space.

The office location – in BC Leonardo( near Opera Theatre).

A working laptop will be provided.

Official employment in our company

Working hours are from 9:00 a.m. to 6:00 p.m.

Salary - competitive, according to the result of the interview.

Once a year, an annual bonus in the amount of one month's salary is additionally paid

## The main functions are:

- Assist the General Director of the Representative Office and other staff upon request;
- Verification and coordination of booking of meeting rooms;
- Answering and forwarding phone calls to relevant persons;
- Coordination of reservation of parking spaces;
- Registration of incoming/outgoing correspondence and sending of physical documents upon request;
- Assist in arranging meetings, travel and accommodation for the General Director of the REPRESENTATIVE OFFICE(air ticket, hotel, transport, etc.);
- Assistance with the dismissal of colleagues (documentation, obtaining equipment);
- Reservation of tables in a restaurant
- Carrying out planned control of office security to ensure the optimal level of operation of office premises and equipment;

- Communication with the technical service of the Business Center
- Issuance of office admission cards for new employees
- Organization of internal and external events, for example, catering/restaurant;
- Inventory of the main assets;
- Coordination with the IT department on all office equipment;
- Assist newcomers/Onboarding, incl. passing of equipment;
- Assisting in signing documents by the general director, vice presidents and employees;
- Checking the performance of suppliers, ensuring that the services provided are planned both in terms of volume and cost;
- Implementation of initiatives to ensure best practice in every aspect of service delivery with particular emphasis on cost, quality and customer satisfaction.
- Support in the preparation of reports and any other financial requests

### **We're looking for someone who**

- ? Is able to collaborate in person on a regular basis.
- ? Has excellent written and spoken English — no less than upper-intermediate.
- ? Is obsessed with creating customer value and taking care of every team member.
- ? Good knowledge of Windows software packages - Word, Excel, PowerPoint, work with Google Tables.
- ? Is an empathetic, active listener with compelling communication skills.
- ? Stress-resistance and responsible person.
- ? Is a proactive, initiative, and result-oriented person.

### **Контактна інформація**

Контактна  
особа: Анастасія

Сайт: <http://ires.com.ua>

Адреса: Київ,