Ваш надійний помічник

Business Assistant Intern (entry-level) Краків, Варшава, 20000 грн. + %

Київ, 3 липня 2024

Компанія: Солодкий Костянтин Валентинович (https://jobs.ua/company/id/1626821) (Всі вакансії)

Рубрики: IT, WEB фахівці

Побажання до співробітника

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

Опис вакансії

We are SLDK Venture studio and international IT company.

In easy words we build, scale and exit startups rapidly.

Now we are in search of bright, motivated and responsible interns, who will start their way as Business Assistants, and are eager to grow in IT field and startup environment.

What this job will give you:

- fast start in the IT field

- opportunity to bring your creativity to innovation projects

- broad experience of various tasks in digital

- lots of room for leadership

- experience for leading your own projects

What you will do:

- Searching for specialists and contractors.

- Organizing meetings and recording outcomes.

- Conducting research and analyzing information.

- Managing reports, documentation, and deadlines.

- Managing executives' calendars and reminders.

- Arranging travel and preparing documentation.

- Procuring products/services.

- Analyzing data and finding optimal solutions.

Basic requirements:

- entry-level, no relevant experience required

- good command of written and spoken English (B2 and up)

- you can analyze and organize information

- you are result-oriented and know how to work within a team

- ready to dive in unpredictable and new

- you can work in the office during work hours, flexible schedule

Контактна інформація

Контактна особа:	ТетянаВернигора
Адреса:	Київ, вулиця Звіринецька, 48