



# Administrative Assistant

📍 США, ⏰ 14 січня  
2025

Компанія: [ProKinetics](https://jobs.ua/company/id/1639197) (<https://jobs.ua/company/id/1639197>) ([Bci вакансії](#))

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

## Побажання до співробітника

Освіта:	середня
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

## Опис вакансії

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Typically reports to a manager or head of a unit/department.

## Контактна інформація

Контактна особа: AnnaP