



Ваш надійний помічник

Асистент керівника зі знанням англійської дистанційно, 37000 грн. + %

📍 Київ, 🕒 21 лютого 2025

Компанія: [Ecobuild Group Inc](https://jobs.ua/company/id/1635524) (https://jobs.ua/company/id/1635524) ([Всі вакансії](#))

Рубрики: [Будівництво, архітектура](#), [HR, управління персоналом](#), [Офісний персонал](#)

Побажання до співробітника

Освіта: не має значення
Досвід роботи: від двох років
Графік роботи: віддалена робота

Опис вакансії

An American construction company is looking for a CEO's assistant.

Work schedule: 8 AM — 5 PM New York Time (3 PM — 12 AM Ukrainian Time)

Requirements:

- Minimum of 2 years of experience in team management and operations management
- Experience as a CEO's assistant and in HR is a plus
- Proficiency in English at a C1 level
- Ability to multitask and switch between different tasks and departments
- Strong self-organization skills and the ability to effectively structure a team for productive workflow
- Ability to learn quickly and process new information efficiently

Compensation:

- Month 1: \$900
- Month 2: \$1,000
- After Month 2: Performance-based bonus system, with potential earnings up to \$1,500

Must have key attributes: ownership, growth, excellence, courageous, humble, reliable, eager, resourceful, smart, consistent.

CEO's assistant responsibilities

Administrative & Reporting:

- Prepare and analyze reports for the CEO, including performance metrics and financial summaries.
- Assist in reviewing payroll reports for accuracy and compliance.
- Maintain and organize important company documentation, ensuring accessibility and confidentiality.

Team Management & Coordination:

- Schedule and lead team meetings, track attendance, and document key action points.
- Assign tasks to team members, monitor progress, and ensure deadlines are met.
- Evaluate team workload and KPIs, providing feedback and recommendations for improvement.
- Grant and manage access to company systems, tools, and platforms for employees.

Client & Internal Communication:

- Communicate with clients to address inquiries, concerns, and ongoing projects.
- Collaborate with the sales team to ensure smooth client onboarding and follow-ups.
- Work closely with the marketing team to align strategies and ensure brand consistency

Human Resources Responsibilities (HR):

- Recruiting new employees and overseeing the hiring process
- Facilitating onboarding for new hires
- Writing and editing company training courses
- Creating and managing employment contracts

Please send your CV.

Контактна інформація

Контактна
особа: TonyaVoronkova

Сайт: <https://ecobuildjax.com/>