



Ваш надійний помічник

Personal Assistant to the CEO, 98000 грн.



📍 Київ, 🕒 19 грудня 2025

Компанія: [Навігатор, рекрутингова компанія](https://jobs.ua/company/id/20155) (https://jobs.ua/company/id/20155) ([Всі вакансії](#))

Рубрики: [Офісний персонал](#)

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

Опис вакансії

About the Client:

Our client is a major entrepreneur and philanthropist with diverse projects in construction, the wine industry, and art galleries.

Requirements:

- Higher education (recent graduates are welcome);
Previous business-related experience is an advantage but not mandatory;
- Languages: Russian and English (Upper-Intermediate level or above). Portuguese/Spanish is not required — training will be provided;
Computer literacy: confident user of standard office software;
- Additional: clean criminal record, valid international passport.

Personal qualities:

Goal-oriented, creative, responsible, positive, communicative, eager to learn and grow.

Responsibilities:

- Organizing meetings and business trips;
- Communicating with contractors and clients;
- Document management;
- Providing support with exhibitions and events.

Working conditions:

- Location: Cascais (suburb of Lisbon), Portugal;
- Employment contract in accordance with Portuguese legislation;
- Compensation: €1600 + percentage-based bonuses;
- Full-time position;
- Relocation support and company-provided accommodation;
- Possible business trips.

How to apply:

Please send your CV to: sb@navigator.lg.ua

Контактна інформація

Телефон: +38 (050) 474-53-31
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Контактна
особа: Сергій

Адреса: Португалія