Ваш надійний помічник

Personal Assistant to the CEO, 98000 грн.

Київ, 19 грудня 2025

Компанія: Навігатор, рекрутингова компанія (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 +38 (067) 524-02-33
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Адреса:	Португалія