



# Personal Assistant to the CEO, 98000 грн.



📍 Київ, ⏰ 19 грудня 2025

Компанія: [Навігатор, рекрутингова компанія](#) (<https://jobs.ua/company/id/20155>) ([Bci 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](mailto:sb@navigator.lg.ua)

## Контактна інформація

Телефон: +38 (050) 474-53-31  
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