



## Vacancy summary

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# EXECUTIVE SECRETARY

GE0913819

**Tbilisi**

**Gender** : Woman

**Education** : Bachelor, Bachelor of Professional

**Experience** : 1 year - 3 years

**Industry** : Administrative / Secretarial

**Position** : Assistant

**Mobility** : National

**Contract** : Long term

**Availability** : Full Time

**Salary** : 1 000\$ 3 045.04GEL

## Vacancy details

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Professional Competencies:

- Attention to detail and work in a deadline driven atmosphere
- Friendly while answering phone calls, greeting guest, and with co-employees and management
- Outstanding ability to think creatively, identify and resolve problems
- Excellent Communication Skills in English
- Loyal, Adaptive, Presentable and Competitive

Send CV at [info@safadiamondsp.com](mailto:info@safadiamondsp.com)

## Contacts

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phone: 045136678