



Vacancy summary

Personal assistant required

GE0251562

Georgia

Industry : Tourism / Hospitality

Position : Assistant

Availability : Full Time

Salary : 200\$ 609.01GEL

Vacancy details

European company that is preparing to open a branch office in Georgia, announces the hiring of personal assistants. We provide unique experience of European office work, career and salary growth opportunities.

Responsibilities:

1. Calls to company directors with the purpose of inviting them to the industry events. Sending e-mails with registration form, registration process coordination. It will be necessary to call and specify, if everything was received and filled in an appropriate way, as well as to help them in any questions connected with the registration.
2. Gathering contact information.
3. Answering phone calls as a part of the event planning process.

Required skills:

1. It is necessary to be fluent in both writing and speaking in: Georgian and English OR Georgian and Russian. Both combinations are acceptable. Being fluent in all three languages in an advantage.
2. Politeness, cheerfulness and fast Internet connection.

Working hours: 10.00-18.00, 5 working days

It is possible to work from home

Salary: 200\$ net. Money transfer in the end of every week, so that you don't have to wait for the first salary for a month. We cover all additional expenses. Start to work asap.

Please, send your CV to mark.lewinson@london.com

Contacts
