



## Vacancy summary

# ENGLISH SPEAKING OFFICE STAFF NEEDED FOR WORKING WITH FOREIGN STUDENTS

GE01449951

Tsinandali Street, Isani, Avlabari, Tბილისი, 0144, Грузია

**Gender :** Woman

**Education :** Bachelor, Bachelor of Professional

**Experience :** 1 year - 3 years

**Industry :** Education / Training / Universities

**Position :** Communication / Design / Documentation

**Mobility :** Regional

**Contract :** Long term, Assistantship

**Availability :** Full Time

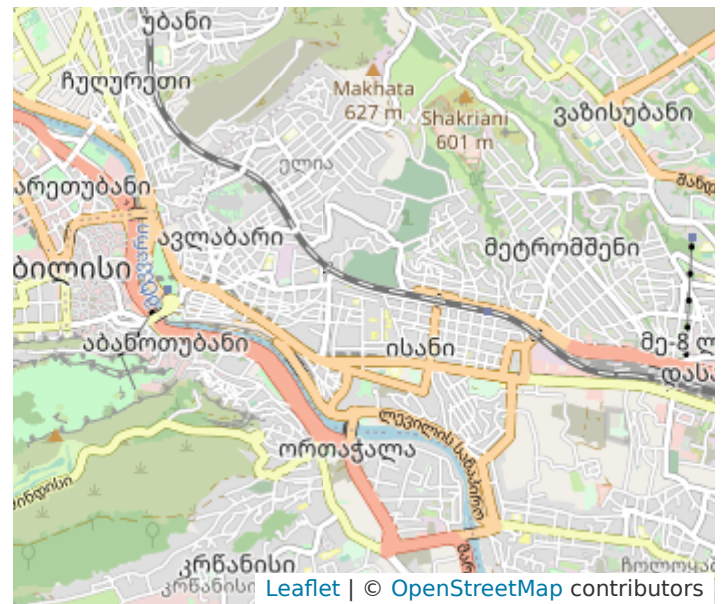
### Languages

English : Advanced

Ukrainian : Intermediate

Russian : Intermediate

## Vacancy location



## Vacancy details

WE ARE LOOKING FOR A GOOD , SINCERE AND HARDWORKING OFFICE STAFF FOR WORKING WITH FOREIGN STUDENTS.

MUST HAVE GOOD ENGLISH READING, WRITING , SPEAKING SKILLS.

KNOWING RUSSIAN OR UKRAINIAN LANGUAGE IS A BENEFIT.

MUST HAVE GOOD COMPUTER KNOWLEDGE ESPECIALLY WORD, EXCEL, POWERPOINT

WORKING HOURS - 10-11 HOURS DURING SEASON OF STUDENTS INTAKE ( 9AM - 13:00 ) , ONE HOUR LUNCH BREAK , ( 14:00 - 19:00 ) - 6 DAYS A WEEK

6-7 HOURS ON OTHER NORMAL DAYS WITH OFF ON SATURDAYS AND SUNDAYS

SEND YOUR CV TO POOJA.43PRAHARAJ@GMAIL.COM

SALARY : 350-400 EUROS FROM THE BEGINNING

BONUS AND SALARY HIKE ARE SUBJECT TO THE PERFORMANCE.

## Contacts

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**mobile:** (+995) 574 47 10 70