2021-02-06

Vacancy summary

Part time personal+ business assistant, consulting business owner

GEO1390580

Tbilisi

Education : Bachelor, Bachelor of Professional
Experience : Graduates
Industry : Administrative / Secretarial
Position : Administrative Officer
Contract : Long term
Availability : Part Time

Languages

English : Fluent

Georgian : Fluent

Salary : 300€ 915.19GEL

Vacancy details

Looking for someone who can work in English and do some basic tasks for me and my company.

Salary is assuming if ever needed to work full time.

If you can take on more complex tasks (data analysis in excel, financial analysis) can increase to 500.

Contacts