



## Vacancy summary

---

# Part time personal+ business assistant, consulting business owner

GE01390580

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€ 963.26GEL

## 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

---