



Vacancy summary

assistant

GE054260

Tbilisi >> Saburtalo

Gender : Woman

Education : Without high

Experience : < 1 year

Industry : Administrative / Secretarial

Mobility : International

Contract : Assistantship

Availability : Full Time

Salary : 900\$ 2 740.54GEL

Vacancy details

We are US company exporting from Ukraine, Georgia and Russia. We are looking for personal assistant / secretary. You should be women 18-30, have knowledge of MS Word, Internet, sending Emails, answering phones and be able to communicate in Russian and English or French.

Because of frequent travel to France and UK, only person with valid EU visa should apply.

Typical work activities

organizing and maintaining diaries and making appointments

arranging travel and accommodation and traveling with the director

dealing with incoming email, faxes and post

meeting and greeting visitors at all levels of seniority

Contacts
