



Vacancy summary

A local company is looking for a office clerk and english and Georgian transliator

GEO210517

Tbilisi

Gender : Woman

Education : Bachelor, Bachelor of Professional

Experience : 3 years - 5 years

Industry : Audit / Accounting / Management Control

Position : Project Manager

Mobility : Regional

Contract : Long term

Availability : Full Time

Driver's Licence : Light Vehicle

Salary : 400GEL

Vacancy details

A local company is looking for a office clerk. Job description would include Web Research, answering the phones, mail outs, office maintenance, filing and typing up needed documents. Experience with Microsoft Word and Excel is a must.

Job hours would be

10-6: pm Monday to Friday and 10-2pm Saturday

Contacts

mobile: 557 405 098