



Vacancy summary

Administrative Assistant/Intern

GE0894001

Company : Netiko - Studio web design, programming, branding, promotion - it's what we love to do !



#7 Dadiani street, tbilisi

Education : Bac + 3 License

Experience : Student

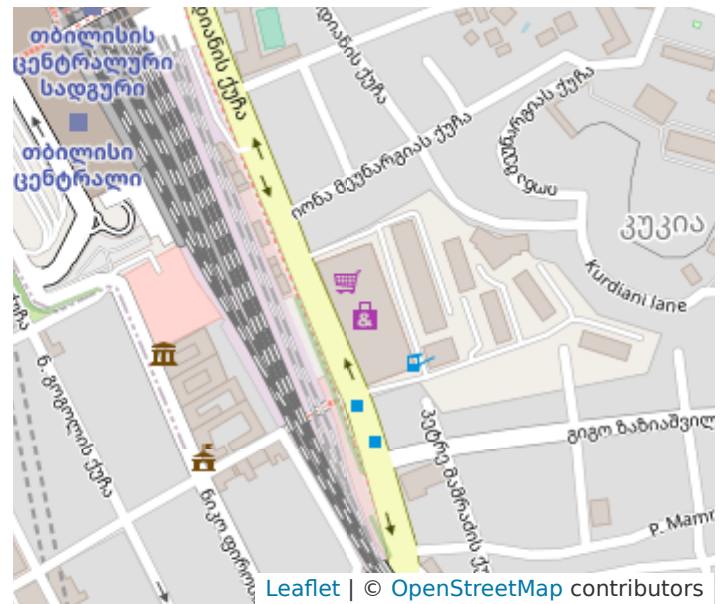
Industry : Administrative / Secretarial

Position : Trainer

Contract : Internship

Availability : Full Time, Part Time

Vacancy location



Leaflet | © OpenStreetMap contributors

Vacancy details

Job brief

Georgian-French IT company Netiko is announcing the position of Administrative Assistant/Intern.

Responsibilities:

Coordinate with Manager in developing communications plan

Take participation in implementation of company development plan including strategy, goals, budget and tactics

Assist in maintaining customer relationship programs and track customer satisfaction

Collaborate with Manager to initiate new consumer promotion campaigns and to develop consumer engagement plans

Cooperate with the management in the development of marketing programs and criteria to achieve sales goals

Manage social media channels and company web pages

Negotiations with customers/external agencies

helping to organize market research

Provide and manage the data bases of current and potential customers

Stay updated with latest changes on the market and competitors' analyses

We Offer

Working with the team of professionals where you will feel as a part of a family;

We value employees that are open, fair, and hardworking. It is important to us that you achieve your own objectives as well as contribute to the overall goals of our company;

A company culture built on respect and diligence; As part of Netiko we invite you to develop your career in an international environment;

Different fields and interesting opportunities;

Improve your English language skills (we offer English lessons twice a week);

Flexible time, possibility to work from home from time to time

Chance to continue working as a team member

Recommendation letter for future employer.

Qualifications / Skills

Excellent organizational and time management skills

Strong written and verbal communication skills

Strong direct marketing skills

Willingness and ability to innovate, think critically, and use results to guide decisions

Ability to work independently, make decisions, and plan and prioritize workload

Strong interpersonal skills, including ability to develop strong relationships with key internal and external stakeholders

Ability to communicate in English.

If you're interested in this vacancy, please, send us your resume. Please note that the resumes without filled subject field (the name of the position) will not be considered.

Good luck!

Contacts
