



Vacancy summary

Motivated Personal Assistant Needed in Batumi

GE01385197



Autonomous Republic Of Adjara

Gender : Woman

Education : Without high

Experience : no experience

Industry : Other Sectors

Position : Assistant

Mobility : Regional

Contract : Mix

Availability : Full Time, Part Time, Morning, Afternoon, Evening, Night, Weekend and day off

Languages

English : Intermediate

Russian : Intermediate

Salary : 1 000GEL

Vacancy details

We own several international companies and are looking for a smart, motivated hard working personal assistant to start immediately. We work in the wine and finance industry with clients in the USA, Russia, EU and China.

We (Vinito Wines - VCM) need a part time or full time assistant to help with just about anything and everything. You will never get bored working with us, if you're a person who likes to do the same thing every day then this is not the opportunity for you.

If you're a fast mover and can do several tasks at the same time, and don't watch the clock for your day to end, then you probably want to contact us.

You need to be:

Motivated Problem Solver

English Speaking is a must

Russian or Turkish speaking is a big plus

Like to learn new things and work in face pace environment

Able to work without supervision

Must be in Batumi and able to work in our home office

Friendly sales type personality

We don't care about previous work history or your skills. The only thing important to us is. are you motivated to work and do what it takes to get the job done.

What we offer:

Chance to work in exciting new industries and meet new people around the world

Flexible Hours- work part time full time night or day, we work in all time zones. (Great for a student or single mom for example)

Excellent pay - salary plus bonuses

Fun positive and a little crazy at times office environment (There are no problems only solutions)

Learn new business skills

Possibility of exciting travel

Extra bonus: Paid weekly, company cell phone, and possible shopping allowance.

Example of your tasks:

Help with travel plans

Translate emails and documents

Talk with potential clients

Help with calendar and organization

Attend meetings

General problem solver for just about anything that comes up

Please respond via whatsapp +60 14 657 0604

or Email - Erick@vintio.vin

Please send the answers to the following questions:

What makes you excited to apply for this position?

What makes you a great personal assistant?

What do you like most about this job opportunity?

Contacts

mobile: (+995) 555 22 46 90