



Vacancy summary

Vacancy location

Personal Assistant

GE01047458

tbilisi

Gender : Woman

Education : Bachelor, Bachelor of Professional

Experience : 1 year - 3 years

Industry : Tourism / Hospitality

Position : Assistant

Mobility : National

Contract : Long term

Availability : Full Time

Driver's Licence : Light Vehicle



Vacancy details

I am looking for personal assistant in tbilisi should have experience in travel and tours. If anyone interested please send CV on gcptnt@gmail.com and please send CV in english.

My wats app number is +971556899001

and +995551339911

Knowledge, skills and abilities:

- * Higher education;
- * Fluent English is a must, additional languages are considered as a plus;
- * Good communication skills;
- * Strong sense of responsibility;
- * Respectful and helpful toward colleagues;
- * Excepting Management principles and views;
- * Ability to work in teams;
- * Presentable and positive appearance;

- * Attentive to details;
- * 2 or 3 year experience in Travel & Tour Company
- * Should know rules & regulations procedures for government
- * Driving license

Contacts

mobile: +995591702657