



Vacancy summary

Personal Assistant

GE01398498

Bloomfield Ave 54 BT55AD Belfast

Education : Bac + 4, Master

Experience : Student

Industry : Administrative / Secretarial

Position : Secretary

Mobility : Regional

Contract : Long term, Learning, Independent / Freelance, student job, Internship

Availability : Full Time, Part Time

Salary : 500GEL

Vacancy details

I am looking for a personal assistant who will help me with some administrative tasks as well as running errands, such as shopping, setting up appointments with lawyers, basic translation duties.

Must be fluent in English.

Please send your CV in ENGLISH to the provided email address.

Contacts
