



Vacancy summary

Assistant Director

GE0889240

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



9 brothers street, tbilisi

Education : Bac + 2 DEUG, BTS, DUT

Experience : 5 years - 10 years

Vacancy location



Vacancy details

Job brief

We are looking for a competent Assistant Director to support the director in departmental planning and monitoring progress. You will also be working to enhance productivity and ensure compliance with rules and regulations.

Assistant directors are well-versed in performance and operations management and competent in assuming delegated duties. They are leaders and critical thinkers, ready to solve problems before they become obstacles.

The goal is to help the department attain objectives of productivity and employee satisfaction.

Responsibilities

Assist in developing and implementing plans and goals for the department
Work with the director to coordinate and supervise daily operations
Ensure compliance with regulations and internal policies
Monitor attainment of objectives
Undertake staffing responsibilities (hiring, training, evaluating etc.)
Assist in budgeting and monitoring expenses
Maintain scheduling of events and represent the company when needed
Create reports and submit them to the director or other executives
Fulfil duties as assigned by the director

Requirements

Proven experience as assistant director or other similar position
Experience in performance and operations management
Knowledge of relevant regulations and quality standards
Proficient in MS Office, relational databases and software (e.g. ERP)
Outstanding communication and public speaking skills
Excellent organizational and leadership skills
Aptitude in problem-solving
BSc/BA in business administration or related field; MSc/MA is an asset

Contacts

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