



## Vacancy summary

# GIVING EXECUTIVE SECRETARY JOB POSITION

GE0912800

Tbilisi

**Gender :** Woman

**Education :** Bachelor, Bachelor of Professional

**Experience :** 1 year - 3 years

**Industry :** Administrative / Secretarial

**Position :** Employee

**Contract :** Long term

**Availability :** Full Time

**Salary :** 1 000\$ 3 045.04GEL

## Vacancy location



## Vacancy details

Job Title: SECRETARY

Location:Tbilisi, Georgia

Professional Competencies:

- Attention to detail and work in a deadline driven atmosphere
- Friendly while answering phone calls, greeting guest, and with co-employees and management
- Outstanding ability to think creatively, identify and resolve problems
- Excellent Communication Skills in English
- Loyal, Adaptive, Presentable and Competitive

Salary to be discuss during interview

Send CV at [info@safadiamondsps.com](mailto:info@safadiamondsps.com)

## Contacts

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**phone:** 045136678