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2020-05-12

Vacancy summary

GIVING EXECUTIVE SECRETARY JOB POSITION

GE0912800

Tbilisi

Gender: Woman

Education: Bachelor, Bachelor of Professional

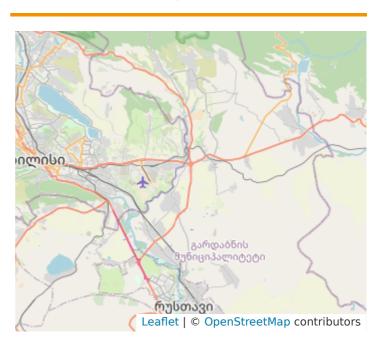
Experience: 1 year - 3 years

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

Contacts

phone: 045136678