



Vacancy summary

Holding company "Vervell" Position : OFFICE MANAGER

GE01120507



თბილისი

Education : Bac + 4, Master

Experience : Student

Industry : Administrative / Secretarial

Position : Management / Administration

Contract : Long term

Availability : Full Time

Vacancy location



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Vacancy details

Office-Manager role includes: General administration, accounting, calendar scheduling, web research, accounts payable, banking transactions and online banking, interfacing with vendors, clients and business contacts, direct work with the CEO

Skills ● High degree of detail orientation;

● Proactive nature, seeking out and finding problems;

- Self-starter who can manage themselves.
- Fluency required: English, Russian, Georgian.

Job Particulars ● Full-time, permanent position, regular business hours in Tbilisi, Georgia, office alongside the CEO.

- Reports to: CEO
- Competitive pay commensurate with experience and qualifications

Interested candidates should send their CVs to the next e-mail: vacancyvervell@gmail.com

Contacts
