



## Vacancy summary

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**Seek English speaking office assistant. Part-time schedule with full-time pay plus commission.**

GE0353365



Tbilisi &gt;&gt; Mtatsminda, Sololaki

**Gender :** Woman**Experience :** 1 year - 3 years**Position :** Assistant**Contract :** Long term**Availability :** Full Time, Day, Weekend and day off**Salary :** 350GEL

## Vacancy details

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You are honest, dependable, punctual, professional, presentable, organized and follow directions. Properly write and speak soft melodic Georgian, minimum (upper)intermediate English with Russian skills preferable. Computer literate i.e. MS Word, Excel, emailing and social media interaction. Ability to plan and do scheduling months in advance. Comfortable dealing day to day with general public.

350 GEL per month plus 5% commission on new sales. Additional benefits include clothing allowance and public

transportation (if applicable). Must be available from 9:45am to 6:15pm Monday thru Thursday. No exceptions. Some flexibility required during weeks of national holidays. Generous time off mirroring school/university schedules with full salary.

If interested please send an English CV along with a recent picture and call Mark at +995 680 70 381, between 1pm and 6pm, Monday thru Friday, to confirm receipt and arrange appointment.

## Contacts

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**mobile:** +995 680 70 381