



Vacancy summary

secretary

GE0962493

Georgia

Education : Bachelor, Bachelor of Professional

Experience : 1 year - 3 years

Position : Secretary

Mobility : Regional

Contract : Long term

Availability : Full Time

Salary : 600\$ 1 827.02GEL

Vacancy details

International company Van Oord – leading international contractor specializing in dredging, marine engineering and offshore projects.

The secretary is required for working on project in Anaklia.

Requirements:

Written and oral fluency in Georgian and English – obligatory, the knowledge of Russian is welcome

Ability to translate the documents from/in English

Organization of paperwork

Confident user of personal computer

Ability to use the office equipment – computer, MF printer

Quick execution of instructions

incoming call acceptance and its distribution

sorting and distributing incoming post and organising and sending outgoing post;
scheduling and attending meetings,
ordering and booking of tickets and hotels
search of information in Internet
ordering and maintaining stationery and equipment;
well-bred speech
responsibility
necessary experience – 2 years at least

Regarding the vacancy you can contact with: Yuliya

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