EVYAP
EXECUTIVE ASSISTANT JOB ANNOUNCEMENET

JOB DESCRIPTION:

- Supporting the executive level of a growing company including scheduling and maintaining calendar of appointments, meetings and coordinating related email, calendar and travel coordination,
- Preparing, composing and initiating correspondence, reports and meeting minutes,
- Maintaining appropriate records, files and documentation,
- Providing travel arrangements,
- Translating documentation,
- Performing office management duties,
- Preparing reports, presentations, doing analysis when required,

REQUIRED QUALIFICATIONS:

- Istanbul Commerce University graduate,
- Minimum 3 years experience as an Executive Assistant,
- Excellent command of written and spoken English,
- Advanced knowledge of MS Office applications,
- Strong organization, planning and communication skills,
- Able to work in a multinational environment with employees from different cultures,

SON BAŞVURU TARİHİ: 22.03.2015

Yukarıda şartlara uyum sağlayan ve başvuruda bulunmak isteyen mezunlarımız fotoğraflı özgeçmişlerini cv@ticaret.edu.tr adresine mail atarak yapabilirler.

Not: Bu ilan, sadece İstanbul Ticaret Üniversitesi öğrencilerini ve mezunlarını bilgilendirme amacı taşımaktadır.

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