

Turkey Jobs Expertini®

Admin Assistant

[Apply Now](#)

Company: Huawei Telekomünikasyon Dış Ticaret Ltd

Location: İzmir

Category: other-general

Admin Assistant

We are looking for a Admin Assistant to perform a variety of administrative and HR tasks.

Duties of the Admin Assistant include providing support to our managers, employees and HR Team, assisting in daily office needs and managing our company's general administrative activities.

Job Responsibilities:

Provide administrative support to ensure efficient operation of department.

Complete operational requirements by scheduling and assigning administrative projects and expediting work results.

Assisting management for the operational tasks such as meeting arrangements, account keeping, etc.

Assisting resource and project teams for activities.

Provide information by answering questions and requests by the employees in the department.

Support employees and teams by performing tasks related to organization and strong communication.

Work closely with Department HR Team for organizing teambuilding activities, delivering end-to-end internal employee engagement plans to inspire and engage employees to

create a better atmosphere in the department and supporting recruitment processes if needed.

Assess the impact of communications and make recommendations for improvement, with opportunities to enhance.

Requirements:

Bachelor's Degree is preferred,

Fluency in both written and spoken English,

Proficiency in MS Office,

Excellent organizational and time management skills,

Strong communication, organizing and problem solving skills,

Able to work independently.

Please find our privacy notice below :

[Apply Now](#)

Cross References and Citations:

1. [Admin Assistant Fresherjobs Jobs İzmir Fresherjobs ↗](#)
2. [Admin Assistant Businessjobs Jobs İzmir Businessjobs ↗](#)
3. [Admin Assistant Abudhabijobsearch Jobs İzmir Abudhabijobsearch ↗](#)
4. [Admin Assistant SchoolcounselorjobsJobs İzmir Schoolcounselorjobs↗](#)
5. [Admin Assistant HybridjobsJobs İzmir Hybridjobs↗](#)
6. [Admin Assistant CameroonjobsJobs İzmir Cameroonjobs↗](#)
7. [Admin Assistant Mumbaijobs Jobs İzmir Mumbaijobs ↗](#)
8. [Admin Assistant Berlinjobsearch Jobs İzmir Berlinjobsearch ↗](#)
9. [Admin Assistant Searchamericanjobs Jobs İzmir Searchamericanjobs ↗](#)
10. [Admin Assistant AttorneyjobsJobs İzmir Attorneyjobs↗](#)

11. Admin Assistant [NewyorkjobscareerJobs İzmir Newyorkjobscareer](#) ↗
12. Admin Assistant [SoftwaregiantcareersJobs İzmir Softwaregiantcareers](#) ↗
13. Admin Assistant [Gynecologistjobs Jobs İzmir Gynecologistjobs](#) ↗
14. Admin Assistant [Servicemanagementjobs Jobs İzmir Servicemanagementjobs](#) ↗
15. Admin Assistant [Braziljobs Jobs İzmir Braziljobs](#) ↗
16. Admin Assistant [Free-hiringJobs İzmir Free-hiring](#) ↗
17. Admin Assistant [BouncerjobsJobs İzmir Bouncerjobs](#) ↗
18. Admin Assistant [Ukrainejobs Jobs İzmir Ukrainejobs](#) ↗
19. Admin assistant [Jobs İzmir](#) ↗
20. AMP Version of Admin assistant ↗
21. Admin assistant [İzmir Jobs](#) ↗
22. Admin assistant [Jobsİzmir](#) ↗
23. Admin assistant [Job Search](#) ↗
24. Admin assistant [Search](#) ↗
25. Admin assistant [Find Jobs](#) ↗

Source: <https://tr.expertini.com/jobs/job/admin-assistant-izmir-huawei-telekomunikas-cd98d2b58a/>

Generated on: 2024-05-02 by [Expertini.Com](#)