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Department Assistant

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Company: Huawei Telekomünikasyon Dış Ticaret Ltd

Location: İstanbul

Category: other-general

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 80+ 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.

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