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Executive Assistant

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Company: ASSAN ALÜMİNYUM SAN.ve TİC. A.Ş.

Location: Beşiktaş

Category: other-general

We are looking **Executive Assistant** for our company which has located at Tuzla.

Minimum Bachelor's degree in Business Administration, International Relations or other related departments

At least 3 years of experience in a senior executive assistant position

Good command of MS Office applications

Good command of English

Preferably, having experience in SAP

Residing/will be residing in Istanbul Anatolian Side or Kocaeli

Job Description

Making the necessary planning in line with the business agenda of the managers, to follow the agenda, to ensure coordination and to support reporting

Organizing all meetings, interviews and business trips within the current plan in line with the schedule of the managers to whom she will work, to inform the relevant people and to ensure the organization

Ensuring the manager's internal - external communication and coordination

Tracking, filing and keeping up-to-date of incoming and outgoing documents

We cooperate with our colleagues, candidates and all internal/external partners in line with our employer branding motto "Stronger Together". We consider that it is not a privilege providing equal opportunities to all candidates who apply to our job adverts, regardless of race, religion, language, gender, color, national or social origin, sexual orientation, disability, political opinion, pregnancy or marital status. **#StrongerTogether**

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