

Executive Assistant

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Company: Dream Games

Location: Şişli

Category: other-general

Job Description

We are looking for an Executive Assistant to support the CTO in organizing and coordinating his program.

At Dream Games, all team members have a genuine chance to contribute to the final product and have an impact on the company. If you want to be a team member of a fast-growing company, you might be the person we are looking for!

Responsibilities

Understanding and awareness of the CTO's needs and priorities to ensure daily operations run smoothly

Organizing and scheduling appointments, maintaining an events calendar

Arranging travel and accommodations

Performing additional duties as assigned by the CTO

Requirements

+5 years of work experience, ideally with a technology company

Excellent level of written and spoken English

Advanced in Microsoft Office

Excellent communication and organizational skills

Excellent problem-solving skills

Appreciation and understanding of teamwork

Protecting your privacy and the security of your data is a top priority for Dream Games. We collect and process your personal data as confidential as part of the recruitment process.

Please read our and to know more details.

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