

Executive Assistant to Chairman (Asia)

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Company: Michael Page

Location: İstanbul

Category: other-general

- * Assisting the Chairman with daily business activities,
- * Planning meetings, events and appointments, organising fair organisations when necessary,
- * Organising travel plans; flights, hotels, car rental, passport applications,
- * Conducting all private correspondence,
- * Ensuring and sharing information with people in different positions within the area of responsibility and keeping it updated,
- * To carry out internal/external management via phone and e-mail, to take initiative and make decisions on urgent matters,
- * Taking responsibility for in-company projects and supporting business development processes,
- * Using Office programs well, consolidating presentations and reports,
- * Managing contract management operations,
- * Carrying out international correspondence,
- * Managing social media platforms.

Array

- * Bachelor degree,
- * Advanced level English,
- * Follows technological developments closely and is assertive in the management of social media platforms.

- * Took responsibility in project and business development areas,
 - * Strong representation skills, strong human relations, verbal and written communication skills,
 - * Experienced in organisation planning, able to use time effectively and correctly,
 - * Experienced in protocol relationship management,
 - * Actively uses MS Office programs,
 - * No travel restrictions,
 - * Residing on the Anatolian side of Istanbul.
 - * Having a class B driver's license and being able to actively drive,
- Our client is one of the leader in food production sector in Turkey.

Career progression,

dynamic work environment.

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