

EXECUTIVE ASSISTANT TO CHAIRMAN

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Company: Michael Page

Location: İstanbul

Category: other-general

To follow the daily, weekly and monthly agenda, calendar management,

Making travel arrangements, travel organisations, flight tickets etc.

Ensuring communication and coordination between the Board Members and the departments,

Carrying out the private communications and confidential correspondences,

Attending necessary business meetings and keeping meeting notes,

Preparing various reports and documents when necessary

Following internal telephones and correspondence traffics,

Conducting written and verbal communication with other departments

Participating in events such as organisations, fairs, congresses, etc.

Carrying out similar duties assigned by the Chairman of the Board.

Array

Will be the Chairman's executive assistant and personal assistant,

Minimum 2 years of experience of similar positions,

Advanced level in English,

Another language knowledge such as German, Spanish is a big plus,

Good communication and organisation skills,

Eager to learn.

Our client is the largest integrated high-segment worsted wool fabric manufacturer in Europe.

Dynamic work environment,

Great career progression.

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