

EXECUTIVE ASSISTANT TO CHAIRMAN

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Company: Michael Page

Location: Istanbul

Category: other-general

Eklendi 11/12/2023

Great carrier opportunity

Dynamic work environment

Müşterimiz Hakkında

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

İş Tanımı

To follow the daily, weekly and monthly agenda, calender 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.

Aradığımız Profil

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

Advanced level in English,

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

Good communication and organisation skills,

Eager to learn.

Teklif Edilenler

Dynamic work environment,

Great career progression.

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