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General Manager Assistant

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Company: Hapag-Lloyd

Location: İzmir

Category: other-general

Ready for a New Challenge? We're Hiring!

Our dedicated team around the world ensure a seamless service for all our customers, including worldwide door-to-door transportation solutions. Local expertise and commitment are our core values and enable us to support our customers, anytime anywhere.

We are looking for General Manager Assistant who will be part of our dynamic team located in Izmir office.

Qualifications

Excellent written and verbal communication in English

Strong proficiency with Microsoft Office (Word, Excel, PowerPoint)

Experience in related position is a plus

Bachelor's degree

Proactive team player

Good coordination and communication skills

Eager to learn different topics in an international environment

Self-motivated and able to handle various tasks at the same time

No military obligation for male candidates.

Job Description

Assist and plan General Manager's agenda.

Schedule appointments and coordinate arrangements for meetings.

Coordinate travel arrangements.

Perform HR issues as assigned.

Provide reports and information to General Manager as necessary.

Handle administrative paperwork.

Support organizational development projects.

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