

Office Assistant

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Company: Michael Page

Location: İstanbul

Category: other-general

Managing relations with plaza management,

Controlling office needs and purchasing processes,

Welcoming domestic/international guests,

Monitoring meeting rooms,

Preparing research and information reports that may be requested,

Carrying out reservation follow-ups and travel operations such as visas/flight tickets/accommodation,

Directing the service manager,

Ensuring office order,

End-to-end monitoring of all business processes assigned to her or him.

Array

Proactive approach

Good level knowledge of English (speaking, reading, writing)

Representation ability,

Experienced in matters such as representation and reception (min. 1 year)

Our client is a strong competitor in their industries. They are group company. Their main their line of business is energy and construction projects. Our client looking for an administrative/office assistant for their management office located in Gayrettepe- Istanbul. This role will be in top level management office.

Creating international connections.

Dynamic working environment.

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