



<https://bunny-agency.com/job/assistant-to-the-management/>

Assistant to the Management

Description

Our company is currently growing rapidly. In order to give the management more space and so that they can focus on the essential things, we are currently looking for an assistant to the management.

Responsibilities

- Organisation of various tasks
- Assistance to the management
- Coordination of administrative processes
- Preparation & implementation of model meetings

Qualifications

- Organisational talent
- Knowledge of foreign languages
- Communication skills
 - English language skills must be given
 - Further language skills, such as Spanish, Russian or Ukrainian are very welcome but not required
- Reliability

Job Benefits

- An appealing field of activity in a modern company
- Room for independent work
- Very good earning potential
- A permanent employment contract
- Possibility to travel

Contacts

Contact us now

Hiring organization

The Bunny Agency

Employment Type

Full-time, Part-time

Beginning of employment

Now

Duration of employment

Longterm

Job Location

Remote work possible

Date posted

June 29, 2022