

## **executive assistant**

12/03/2008

**function** /  
**location** Turkiye / Istanbul (Anadolu)

### **company info**

Our multinational client is seeking an executive assistant for their head office in Gebze.

### **job info**

- assisting two directors in a very complex and busy environment
- arranging meetings and other organizations
- applying for work permits, visas and other travel requirements
- organizing traveling schedules, plane tickets
- answering phone calls and taking notes
- assisting in departmental reports and analysis studies
- ad hoc translation of business documents from English to Turkish and vice versa
- assisting the director(s) with personal to do's and chores

### **requirements**

- fluent English (translation experience/ability required)
- university graduate
- min 3 years of experience in a similar position
- excellent PC knowledge (powerpoint, word, excel)
- residing in Asian side
- ability to work with teams both internally and externally
- outgoing personality with very effective communication skills
- hardworking and excellent planning skills

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