

executive assistant

23/02/2010

function Administration / Executive Assistant

location Turkey / Istanbul (Europe)

company info

Our multinational client which operates in fmcg sector is looking for a "executive assistant".

job info

- making travel arrangements.
- placing local and international telephone calls.
- organizing external and internal meetings.
- preparing presentations.
- meeting arrangements coordination.

requirements

- university degree
- excellent command of both written and spoken English
- at least 1 year of relevant experience
- proficiency in MS Office applications
- effective problem solving and advanced communication skills
- strong multi-task and organization skills

* Randstad Work Solutions, Turkiye Is Kurumu'nun 17.10.2006 tarihli 191 No'lu lisans sahibi ozel istihdam burosudur.

<http://www.randstad.com.tr/is-ilani/539>