

## Personal Assistant (In-House, Full-time)



**Position Code:** 02077

**Post Date:** 17.08.2017

**Location:** Moscow

**Industry:** Other

**Function:** Administration, Office-management

### Description

#### Project Description

Who we are looking for?

Graduates or last year students from with ability to work full-time.

- Office-management (hosting, meeting documents preparation, correspondence management, communication with facility management);
- Leadership tasks execution (information search, collection, analysis and structuring; preparation of reports and presentation materials; prospective clients phoning and negotiating);
- Leadership working schedule management;
- Assistance in business travel organization for company employees.

## Preferred Candidate



*Likely Skill Level:*

*Likely McKinsey or BCG Skill Level:*

*Likely Bain, Accenture, Roland Berger or A.T. Kearney Skill Level:*

*Likely Big4 Management Consulting Practices Skill Level:*

## Qualification

- Fluent in Russian and English (Intermediate or higher)
- Advanced with MS Office products
- Social skills, multitasking, stress-resistance, willing to work in dynamic and challenging environment

## Experience

- Higher education or last year student with ability to work full-time
- Professional experience as a personal assistant or office-manager will be an advantage

## Please note

Due to the high volume of applications only successful candidates will be contacted!