

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!