



Ваш надійний помічник

Secretary

📍 Одеса,

Компанія: V.Ships Offshore
Ukraine

Рубрики: [Офісний персонал](#)

Побажання до співробітника

Досвід роботи: бажано
Графік роботи: повний робочий
день

Опис вакансії

Prominent British Ship Management Company is looking for a secretary to join their team in Odessa.

Important

The right candidate for this position must have previous experience in crewing, fluent English and strong interpersonal skills.

Main responsibilities:

Dealing with telephone and email enquiries;

Creating and maintaining filing systems;

Sorting And Distributing Incoming Post And Organising And Sending Outgoing Post;

Working with database of seafarers and internal documentation;

Using a variety of software packages, such as Microsoft Word, Outlook, Excel, Powerpoint, etc.

Position advantages:

Attractive salary

Official employment;

Creative job in a fast paced environment.

Контактна інформація

Телефон: +38 (048) 722-20-85

Контактна
особа: Алена