



Ваш надійний помічник

Assistant direction

📍 Київ,

Рубрики: [Бухгалтерія, фінанси, облік/аудит](#), [Офісний персонал](#), [Наука, освіта](#), [переклади](#)

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	від двох років
Графік роботи:	повний робочий день

Опис вакансії

Maïsadour Semences engaged in breeding and sale of seeds of maize, sunflower and rapeseed. Brand is represented in more than 35 countries in Europe, including the countries of the Mediterranean basin, where is one of the main producers of corn seed.

Maïsadour Semences Ukraine. In 2010, p. Mogilev, Dnipropetrovsk region was built the most modern complex for the production of seeds in Europe. In 2014 the company opened a second turn agricultural complex for the production and storage of seeds of maize, sunflower and rapeseed. Plant's production capacity doubled.

With the expansion of the state Maïsadour Semences Ukraine seeks **Assistant direction**

Main responsibilities:

- full administrative and information support the general director
- organization business trips.
- organization visits of foreign groups (tickets, hotel booking, organization meetings, booking restaurants)
- providing support office in Kiev (orders water supplies, transport, organization of meetings, negotiations, etc.).
- participation in negotiations, meetings, special techniques; keeps records and makes the necessary documents for the meetings, negotiations
- support Sale Director in the meeting and business trips.
- assistance in the preparation of special documentation for product certification
- many other duties and assignments from the manger

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Requirements:

- Higher education - economic/marketing
- Experience: two years in the same position
- Languages: English and French
- Very good communication, organizational skills;
- The level of computer skills: high level

The company guarantees:

- Full benefits package
- Official employment
- Place of work - Kiev

Thank you to send your CV in English and Russian marked **Assistant**

Контактна інформація

Телефон: +38 (067) 552-07-25

Контактна
особа:

ВласоваОльга