

(주)일성하이스코 - 비서 채용공고

- 회사위치: 울산광역시 울주군 온산읍 대정로 74
- 경력여부: 신입, 경력 무관 (경력우대)
- 고용형태: 정규직
- 연봉: 면접시 협의
- 근무개시일: 면접시 협의
- 지원마감일: 채용시까지
- 지원방법: 1 차 서류전형(자기소개서, 국문이력서), 2 차 면접
- 담당자: 성지희, 052-231-7568, jhsung@ilsung.com
- 회사 홈페이지: <http://www.ilsung.com>
- 채용관련 자세한 내용은 아래를 참조하시고, 궁금한 사항은 연락 바랍니다.

Oil & Gas Processing Equipment Sales & Marketing company in South Korea is looking for an Executive Assistant for the CEO.

Responsibilities:

Support the CEO
Help with business correspondence
Schedule calls and meetings and keep appointment calendar up to date
Assist with planning travel
Keep track of important industry events
Help with special projects
Prepare the conference room for meetings
Attend client meetings & events with the CEO, and make sure he is well-prepared for the meetings
Assisting with preparation of various documents as requested
Provide other supports as requested

Qualifications:

Bachelor's degree
Fluent in Korean and English
Must have flexible schedule
Excellent interpersonal skills
Exceptional organizational and time management skills
Adaptable to changing circumstances