



EXECUTIVE ASSISTANT

QUALIFICATIONS

- Bachelor's degree in a related fields,
- Minimum 5 years of experience in related fields,
- Excellent communication and organizational skills,
- Efficient time management skills; ability to set priorities and meet deadline,
- Being result oriented, problem solver and attention to detail,
- Excellent oral and written skills in English,
- Advanced level of MS Office applications,
- No military obligation for male candidates.

JOB DESCRIPTION

- Managing the operations of the President's Office, providing support in advanced administrative issues,
- Assisting daily needs of the office and the President,
- Managing and maintaining executive schedules, including scheduling travel (tickets, documentation, visa, etc.), meetings, appointments, and conferences,
- Able to handle multiple tasks with efficient, accurate and initiative working methods and prioritise tasks continually with an effective follow-up.

The candidates that intend to make a Executive Assistant position application can send their resumes to the following address.

ik.basvuru@khas.edu.tr