

Personal Assistant:

- Preparing the incoming mail for decision-making
- Observing and informing about incoming e-mails
- Coordinating the schedule
- Receiving telephone calls and establishing telephone connections
- Sending and receiving faxes
- Preparing draft e-mails and draft letters
- Greeting visitors
- Preparing trips (airline tickets, hotel rooms, collecting necessary information, preparing a folder)
- Supervising the preparation of meetings and conferences
- Supervising the production of speeches and the preparation of public appearances
- Accompanying to meetings, conferences and other public events
- Writing minutes of staff meetings and other coordination meetings
- Receiving information of sick leave from other employees
- Making taxi reservations
- Keeping records of working hours
- Collecting the documentation for visa and work permits
- Making written requests to the administration of business centre
- Preparing Executive Board and Council of National Representatives meetings
- Coordinating courier, driver, IT administrator and secretary
- Other duties specified by CEO