

## Personal Assistant to CEO

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Company: AO "QAZAQ AIR"

Location: Astana

Category: other-general

### Responsibilities:

Act as the first point of contact for the CEO;

Manage special initiatives and projects;

Review documents, proposals, and contracts before sending them to the CEO;

Manage diaries and organize meetings on behalf of the CEO;

Attend internal/external meetings and keeping track of the discussions held;

Draft reports, proposals, and official letters on behalf of the CEO;

Day to day secretarial duties (personal and professional);

Coordinate with the Admin team travel schedules and accommodation for the CEO;

Liaise with internal and external stakeholders;

Assist the CEO in conducting business operations and research;

Provide new employees of the Company with electronic passes to the office premises;

Record keeping with service providers.

### Requirements:

ESSENTIAL - fluent **English and Kazakh** both spoken and written;

1-2+ years experience in an PA role;

Team player - build effective relationships with the team and with colleagues;

Flexible and adaptable - a hands-on, can-do attitude is essential;

Highly efficient and extremely organised;

Proactive, self-starter with the ability to manage multiple projects;

Tech-savvy - good use of systems, Microsoft programs and Electronic document management system and solutions-oriented.

### **Benefits & Others:**

Five-day work week,

Medical insurance,

Corporate Discounts.

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