

Secretary/Assistant manager: Salary 2000€ to 2500€ per month

Our company is looking for a/an secretary/assistant manager.

DUTIES: - To answer the phone

- To deal with acts
- To prepare meetings with different collaborators
- To deal with clients

REQUIREMENTS: - To speak at least 3 languages(English, French, German/Dutch)

- To know how to deal with people
- To be efficiency, promptness, polite, etc.

Our company offers you a 1 year contract, free meals and drinks like coffee, water, etc and we will also offer you a free photo session at the end of the contract.

Please send us your CV on **beautymodels.com** or on my official facebook page **Adriana Cozma**.
Thank you!