

Virtual Assistant - German speaking (m/f/d) - 100 % remote

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Company: EU Tech Chamber

Location: Pakistan

Category: other-general

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Virtual Assistant - German speaking (m/f/d) - 100 % remote

Full Time

Pakistan

Remote

With Professional Experience

4/20/24

The European Technology Chamber is a registered NGO that enables European companies to use their technologies for the benefit of Europe and mankind - following our vision Technology obliges. As Europe's leading tech network, we are constantly enlarging our team to serve our network even better.

We are currently building our team and now searching for

Virtual Assistant - German Speaking (m/f/d) Pakistan- 100% remote

Your daily tasks:

Assists in updates on ongoing projects and follow-ups on timelines on projects.

Manages tasks related to business R&D

Assists senior management in departmental updates

Stay abreast of department operations and ongoing projects

Prepare reports and presentation as per requirement

What we are looking for:

Degree in Business Management from world renowned university

3-5 years of experience in assisting business processes and reporting preferably in IT or Engineering Industry

2 years of Research in the corporate Sector

Experience of working with international teams, preferably in virtual set up

Must be Tech Savvy (hands-on experience on project collaboration tools such as SAP)

Proficient in Microsoft office Suite.

Excellent written and verbal communication skills in German (C1+ or native speaker)

We offer:

We stand for the vision of a better and more sustainable world - hand in hand with European technology companies. With the personalities who are active in our organization worldwide, you create a great network and inspiration for your daily work - also for your personal future. So, you get the chance to grow with us and the whole EU Tech Chamber. Our offer is a role in a fast-moving international organization. If you are looking for an activity with meaning and real impact in a fast growing and truly international organization, apply now with your resume.

You can find more information about us at www.eutech.org

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