**Assistant/Trainee**

**Main requirements:**

University degree (graduate or student of the last year of study)

Good level of English

Excellent PC skills (Word, Excel, Power Point, Adobe packages)

Character features: good interpersonal skills, intelligence, diligence, ability to handle multiple tasks, ability to work under pressure and meet the deadlines.

Professional experience as assistant/coordinator position is a plus

**Main responsibilities:**

* Assistance with preparation of presentations, brochures, analytical documents;
* Maintenance of databases, global CRM system;
* Organization of business meetings, conference calls;
* Translation;
* Other administrative and organizational tasks;
* Booking hotels, flights, transfers;

**We offer:**

Experience within one of the global leaders in commercial real estate consulting

Work with young energetic professionals

Comfortable office in Gulliver Business Center in the very heart of Kyiv

Breathtaking corporate events and trips

Competitive compensation package