



## **EXECUTIVE ASSISTANT**

### **QUALIFICATIONS**

- Bachelor's degree in a related fields,
- Minimum 5 years of experience in related fields,
- Excellent communication and organizational skills,
- Efficient time management skills; ability to set priorities and meet deadline,
- Being result oriented, problem solver and attention to detail,
- Excellent oral and written skills in English,
- Advanced level of MS Office applications,
- No military obligation for male candidates.

### **JOB DESCRIPTION**

- Managing the operations of the President's Office, providing support in advanced administrative issues,
- Assisting daily needs of the office and the President,
- Managing and maintaining executive schedules, including scheduling travel (tickets, documentation, visa, etc.), meetings, appointments, and conferences,
- Able to handle multiple tasks with efficient, accurate and initiative working methods and prioritise tasks continually with an effective follow-up.

The candidates that intend to make a Executive Assistant position application can send their resumes to the following address.

eda.gedik@khas.edu.tr  
zeynep.tahtaci@khas.edu.tr  
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