

Vacancy: Secretary

Location: [Insert location]

Employment Type: [Part-time/Full-time – specify hours per week]

Start Date: To be agreed upon

Job Description:

As a secretary at *Your Choice Office*, you will be the first point of contact and the organizational backbone of our team. You will support the management and executive team with administrative, communicative, and organizational tasks. With your accuracy, discretion, and proactive attitude, you ensure that daily operations run smoothly.

Responsibilities:

- Managing calendars, scheduling appointments and meetings
- Handling correspondence, emails, and phone calls
- Preparing and taking minutes during meetings
- Organizing events, meetings, and travel arrangements
- Supporting administrative processes and document management
- Acting as a liaison between management, staff, and external contacts

We are looking for someone who:

- Has Bachelor degree, preferably with a secretarial background
- Has excellent command of the Armenian, Russian languages (English is a pre)
- Has experience in a similar role
- Is discreet, independent, and stress-resistant
- Is skilled in planning, organizing, and setting priorities
- Is professional, communicative, and well-presented

We offer:

- A varied and responsible position within a committed organization
- A pleasant working atmosphere in a professional and people-oriented team
- Opportunities for personal development and growth
- Competitive salary and attractive secondary benefits