



WONDERNET EXPRESS INVESTMENT GROUP

Hiring Request Form

1. Company: Wondernet Express Investment Group LLC	
2. Position open from: 01/11/2021	
3. Position: <ul style="list-style-type: none">Administrative Manager	4. Remuneration: <ul style="list-style-type: none">Base: Salary: XX GEL net / monthlyBenefits: Medical Insurance: monthly
5. Location: <ul style="list-style-type: none">Batumi, Georgia	7. Type of Employment: <ul style="list-style-type: none">Full time
6. Workplace: <ul style="list-style-type: none">Company office or other appointed place of work.	8. Work schedule: <ul style="list-style-type: none">Days: Monday-FridayWork time: 10 - 19 with 1hr breakHours / week: 40 hours
9. Validity: Period of employment: 12 months with 3 months of probation period	
10. Responsibilities: <ul style="list-style-type: none">Managing the day-to-day office operations.Performing basic office tasks, such as answering phone, taking messages, sorting mail, maintaining and updating filing.Greeting and directing visitors.Scheduling and organizing meetings and interviews.Ordering and distributing office supplies. Ensuring the office is stocked with necessary supplies and that all equipment is working.Handling intake, verification, scanning and storing documents.Filing and archiving relevant documentation.Assisting the CHRO with the onboarding process of new personnel.Other tasks and duties related to above responsibilities requested by Employer.	
11. Work Experience: <ul style="list-style-type: none">2 years	12. Education: <ul style="list-style-type: none">Bachelor
13. Skills: <ul style="list-style-type: none">Achievement-orientedAnalytical thinkingCommunication and Listening SkillsTime ManagementProblem SolvingCoordinating with others - Teamwork	14. Language: <ul style="list-style-type: none">English – FluentRussian – Fluent