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 **Job Description**

1. Be an assistant for the Manager

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1. Translator at the meetings and translate the documents
2. Make a Company research
3. Keep in contact with exist partners and built connection with new ones
4. Support for Company’s marketing processes
5. Support for logistic and custom issues of the clients
6. Follow up the Legal issues of the branch
7. Arrange meetings, make phone calls and response the phone calls
8. Follow the events and attend with the Manager
9. Connection with the Istanbul Branch
10. Travel with the Manager at inside of the Country and to other Balkan countries and Turkey to attend meetings
11. Make a basic accounting of the Branch
12. Welcome the guests at the Showroom