

Educational Coaching Assistant



AYMEXCO S.R.L

- Offer type** ↳ Full time, Projects / Part-time
Career level ↳ Experienced (Non-manager)
City (Cities) ↳ Satu Mare
 Marketing
 Marketing
Offer domains ↳ **Institutions / Liberal professions**
 ↳ Education
 Training
 Translations

Available positions ↳ 2

AYMEXCO S.R.L. is an international consulting company with Headquarters in Satu Mare / Romania. Our Clients are located in China, Romania, Russia , Italy , Turkey. The company was founded in 2010 with the intention to establish a consultancy with specific competence in the field of Management and Business Development with many specific Excellence Educational Training such as supply chain management (SCM) in the international consulting market. Our clients are globally active companies. We support them in challenging projects throughout the whole spectrum of strategy, organization, processes and IT.

You can be a part of it.....we are offering additional Position for EDUCATIONAL COACH ASSISTANTS

- Education and Coaching of Education and Methodology to Clients
- Methodology work Process Analyzes at Clients
- Writing Progress and Educational Reports
- Organizing and having Education Meetings / Lessons
- Client Relations
 - Managing Documents
 - Preparing Consulting Documents
 - Preparing Analyzes and Education Plans for Clients , Employees and complete Companies
 - Coordinating Education Plans for different Clients
 - Travels abroad to see Clients
- Taking written Education Exams from Clients

Requirements

- Computer Acknowledge
Microsoft Office Programmes (Power Point, Excel , Word Outlook)
Fluent English in Writing and Reading
other languages (e.g. Hungarian) are Helpful
- Loyalty to Rules
- Patience
- Result Oriented
- Creative at Work
- Integrity and Career Oriented
- Quick Learning Skills and adaptations to different Situations
- Professional Business Behaving Verbal and Written form
- Dress Code
- Being strict in work procedures
- Willing to Develop the Know How and learning new Know How
- Interesting in working with People
- Time Management Oriented
- Efficiency Oriented
- Organized in Documents and Computer Files

You will be guided and prepared very well for your work !

Offer (bonuses, benefits)

Preparation and Internal Education for you and your Work.

Nice Working Atmosphere and working with People who appreciates your work wich full fills you with proudness. Use this unique chance !

Opportunity to became the Position of Assistant to Director or even the Director of Educations.

Other Bonuses and Modalities will be given at Interview.

We will be glad to meet you at the Interview .

The Management

AYMEXCO SRL

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Please send your full CV along with a actual Picture by email to:

office@aymexco.eu

The Management AYMEXCO SRL