

Job offer: Assistant of the head of a small business

PolishOrigins.com, the genealogy and tourism services company is looking for an assistant for the chief of the business.

Requirements :

- fluency in Polish and English, very good writing skills in both languages,
- very good organizational skills required to coordinate small projects,
- high level of self-motivation - ability to organize own work without constant supervision,
- tasks/projects-based and delivery results-based job,
- familiarity with web-based collaboration tools (like Nozbe, Google Drive, Google Hangouts) or ease of acquiring skills necessary for using such tools,
- education in tourism field (including tour guide courses and licenses) and/or experience in tourist services, experience in genealogical research and knowledge of GTD methods will be a big advantage.

Tasks:

- full-time remote work based on communication through on-line collaboration tools,
- taking care of organizational details in research, tourism and marketing projects,
- administration of our Forum, Facebook page and Blog based on clear guidelines,
- creating texts and articles in English on the services offered by the company.

We offer:

- opportunity to gain experience in building a small business from scratch, and the benefits associated with being one of the first employees,
- a permanent employment contract after a trial period of 6 months (or other type of contract preferred by future co-worker)

To learn more about our company and the services offered currently and planned in the future visit: <http://polishorigins.com> .

If you meet the requirements and want to seriously engage in constant cooperation send job application to: info@polishorigins.com .
(We will contact with chosen persons).