

Caucasus International University Chancellery is pleased to announce submission of documents for the position of unpaid intern.

Main duties and responsibilities:

- Receiving and registering incoming and outgoing correspondence;
- Communicating with the Courier Service Company, receiving and sending mails;
- Bringing the documents to the executors after resolution and controlling their deadlines;
- Preparing documents for electronic archives.
- Main Qualification Requirements:
- Caucasus International University student;
- Fluent in official state language;
- Good command of MS Office programs.

Working hours: To be agreed

Number of vacancies: 1

Duration of the internship – 2 months – From May 1, 2019 to July 1, 2019.

Competition stages:

- Shortlisting candidates, evaluating CV and a cover letter;
- Interview.

If interested, send your CV and a cover letter to the following email: ciu_stajireba@ciu.edu.ge. Please, indicate: Chancellery in the subject line of the email.

The deadline for submitting application documents is April 18, 2019, 18:00.