



DE ADMINISTRACIÓN DE EMPRESAS

## OPORTUNIDAD DE EMPLEO



## Lufthansa Technik Puerto Rico

Job Title: **Executive Assistant to CEO**

Job Description or Minimum Requirements /Internship/COOP:

- University degree in Business Administration or related field.
- Minimum of 2 years of relevant experience in a similar position.
- Fluent English and Spanish (both written and spoken).
- Excellent computer literacy.
- Excellent Microsoft Office skills including PowerPoint, Excel and Word. Excellent communication skills, ability to plan effectively and work under pressure.
- Excellent interpersonal skills.
- Able to act with initiative and judgment.

Application Deadline: Friday, January 19<sup>th</sup>, 2018

Type of Position:

Part-Time  Full-Time

Number of Weekly Hours:

Compensation:

Pay  Stipend  Without Pay

Location: Aguadilla, Puerto Rico

Contact Person & Job Position: Human Resources Department

E-mail to send resume or application URL: [pr\\_careers@lht-puertorico.com](mailto:pr_careers@lht-puertorico.com)

Phone Number: 787-230-7700

Posting Date: January 12<sup>th</sup>, 2018

Please include in the subject of the email "Referred by Programa ENLACE UPR-RRRP"



**Programa ENLACE**

\* Email: [programa-enlace.uprrp@upr.edu](mailto:programa-enlace.uprrp@upr.edu)

