

Type of Contract: Student Temporary Work Agreement (Dohoda o brigádnickej práci študentov „DoBPS“)

Key Responsibilities:

- ▶ Administrative support of the HR Department
- ▶ Preparation of payroll documents for external payroll agency
- ▶ Preparation of employment contracts and amendments
- ▶ Working with the attendance system
- ▶ Coordinating the recruitment process for internship positions
- ▶ HR branding
- ▶ Participation in interesting local and international HR projects
- ▶ Other administrative activities according to the instructions of the supervisor

Requirements:

- ▶ University student in Bratislava (2nd or 3rd year of studies)
- ▶ Willingness to work 20 hours/week (even during school holidays)
- ▶ Accuracy, responsibility
- ▶ Proactivity and flexibility
- ▶ Experience with administrative work is an advantage

Language Skills:

- ▶ Slovak language – native
- ▶ German language – B2/C1
- ▶ English language – B2

Computer Skills:

- ▶ MS Excel - intermediate user

What We Offer:

- ▶ Long-term paid internship in a stable international company
- ▶ Excellent opportunity to gain work experiences during university studies
- ▶ E-learning
- ▶ A challenging position where you can apply your theoretical knowledge in practice
- ▶ Starting salary: **6,50 €/h** (salary increase is possible after 3 months of work depending on performance)

For further information please contact:

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Place of work: Einsteinova 25, 851 01 Bratislava - Petržalka



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