

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

Key Responsibilities:

- ▶ Administrative work in our internal database system
- ▶ Document scanning and archiving
- ▶ Other administrative tasks

Requirements:

- ▶ Experience in administration is an advantage
- ▶ 2nd or 3rd year university student
- ▶ Willingness to work 20 hours on weekly base, also during the summer holidays
- ▶ Accuracy, responsibility, team-player

Language Skills:

- ▶ Slovak language – nearly native (C1/C2)
- ▶ English language – upper-intermediate (B2)
- ▶ Hungarian language (C1) or/and German language (B2/C1)

Computer Skills:

- ▶ MS Office – intermediate user

What We Offer:

- ▶ Work in a young, dynamic team
- ▶ Long-term paid internship in a stable international company
- ▶ Pleasant working environment
- ▶ Starting salary: 6,50 €/h
(salary increase is possible after 3 months of work depending on performance)



or apply [HERE](#)

For further information please contact:

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