

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

Key Responsibilities:

- ▶ Administrative support
- ▶ Contacting potential companies offering OMV Slovakia customer cards
- ▶ After training, the complete sales process from the initial contact with the customer to the preparation of the contract

Requirements:

- ▶ Experience in administration is an advantage
- ▶ 1st, 2nd or 3rd year university student
- ▶ Willingness to work 20 hours on weekly base, also during the summer holidays
- ▶ Communicativeness, openness, independence
- ▶ Customer orientation

Language Skills:

- ▶ Slovak language – native (C2)
- ▶ English language – upper-intermediate (B2)

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:

Lilla Keszi

Lilla.Keszi@external.omv.com

Employer: OMV Slovensko, s. r. o.

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