

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

Key Responsibilities:

- ▶ Administrative support with ordering toll solutions for OMV Card customers
- ▶ Administrative work in internal and external systems, reporting, and complaint management
- ▶ Internal communication and communication with external partners
- ▶ Daily communication in English
- ▶ 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)
- ▶ Excellent communication skills
- ▶ Accuracy, responsibility and attention to detail
- ▶ Proactivity and flexibility
- ▶ Responsible and reliable approach to work

Language Skills:

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

Computer Skills:

- ▶ MS Excel, MS Word - intermediate user
- ▶ SAP – advantage

What We Offer:

- ▶ Long-term paid internship in a stable international company
- ▶ Excellent opportunity to gain work experience during university studies
- ▶ Pleasant working environment with newly reconstructed office
- ▶ 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:

Lilla Keszi

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



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