

Type of Contract: Student Temporary Work Agreement (Dohoda o brigádnickej práci študentov „DoBPŠ“). This position is offered as a student employment agreement for a **fixed period of 6 months, with no possibility of extension.**

Key Responsibilities:

- ▶ Invoice capturing – working with an OCR Solution, checking and correcting the information captured by the OCR Solution.
- ▶ Checking and recording invoices/credit notes related to NON-OIL Business process, products which sold by our filling station partners in CZ.
- ▶ Working with the company's internal production system – SAP.
- ▶ Working with documents, e-mail correspondence and working closely with team members.
- ▶ Other tasks as directed by supervisor.

Requirements:

- ▶ Theoretical knowledge of economics
- ▶ University student (2nd, 3rd or 4th year of studies)
- ▶ Willingness to work 20 hours/week (even during school holidays)
- ▶ Good communication skills
- ▶ Attention to detail, precision
- ▶ Responsible, reliable approach to work

Language Skills:

- ▶ Slovak language – C1
- ▶ English language – C1
- ▶ Czech language – B1

Computer Skills:

- ▶ Microsoft Office – advanced
- ▶ SAP – an advantage

What We Offer:

- ▶ Work in a young, dynamic team
- ▶ Stable international company
- ▶ Excellent opportunity to gain work experience during your studies
- ▶ E-learning
- ▶ Pleasant working environment
- ▶ Motivating financial remuneration
- ▶ 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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