

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

Key Responsibilities:

- ▶ Administration tasks
- ▶ Assisting with orders and customer's requests, communication with customers
- ▶ Invoicing, entering data into SAP

Requirements:

- ▶ University student, preferably of Economics
- ▶ Willingness to work 10-20 hours per week, including during summer holidays
- ▶ Communication skills, openness
- ▶ High level of accuracy in all tasks
- ▶ Customer orientation
- ▶ Proactive approach
- ▶ Willingness and flexibility

Language Skills:

- ▶ Czech language – advanced (understanding)
- ▶ Slovak language – advanced (C1)
- ▶ English language – upper-intermediate (B2)

Computer Skills:

- ▶ MS Office (Excel, Outlook, PowerPoint) – intermediate user

What We Offer:

- ▶ Stable international company
- ▶ Excellent opportunity to gain work experience during studies
- ▶ Individual training
- ▶ Pleasant working environment
- ▶ 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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Employer: OMV Slovensko, s. r. o.

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



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