

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

Key Responsibilities:

- ▶ Support the implementation of various projects: definition and documentation of new processes, tracking and monitoring of tasks and administrative support
- ▶ Creation of various templates and forms, preparation of working manuals
- ▶ Support the implementation of Salesforce (CRM) and data migration from old CRM to new system
- ▶ Create and support automation flows via Power Automate
- ▶ Create and support reports in Salesforce and in Power BI
- ▶ Perform various activities in SAP
- ▶ Communication in English on daily basis
- ▶ Other administrative support

Requirements:

- ▶ University student in Bratislava
- ▶ Willingness to work 20 hours/week (even during school holidays)
- ▶ Communicativeness
- ▶ Accuracy, responsibility
- ▶ Proactivity and flexibility
- ▶ Willingness to learn

Language Skills:

- ▶ Slovak language - native
- ▶ English language – upper-intermediate (B2)
- ▶ Knowledge of additional languages (German, Hungarian) is advantage

Computer Skills:

- ▶ MS Excel – intermediate user

What We Offer:

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

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