

Receptionist Senec Slovakia

Place of work
Senec

Vacancy number
854

Salary
600 € per month

Tasks, responsibilities

Content (type) of work

- ensuring the smooth running of the reception
- providing information
- handling of telephone calls
- registration of links
- administrative work

Requirements

employee requirements

Job suitable for graduates

Complete secondary vocational education

Foreign languages: English - advanced: B1 and B2

Computers

Internet - advanced

Microsoft Word - advanced

Microsoft Outlook - Advanced

Microsoft Excel - Advanced

Terms and compensations

Working conditions

Night work: yes

Employment for an indefinite period

Start date: immediately

Contacts

Receptionist Senec Slovakia

Employer details

Information about the vacancy on the Internet:

[http://personall.sk/en/vacancy/226/Receptionist Senec Slovakia.html](http://personall.sk/en/vacancy/226/Receptionist_Senec_Slovakia.html)

Business name: Alžbeta Časná

Legal form: Entrepreneur - natural person - not registered in the Commercial Register

ID: 31112684

Contact person: Erika Janková, admin.pracovnička, sekretariat@dodocars.sk, tel .: +421918119897

Characteristics: Restaurant and hotel services.

Address: Svätoplukova 43, 90301 Senec, Slovakia

Recruitment Agency in Slovakia - WwW.Personall.sk

Lazaretská 8, 811 01 Bratislava, Slovakia

Find a job with our help + 421-910-747-607 (WhatsApp,Viber)

We are waiting for your resume at: info (@) personall.sk