

Administrative Assistant Nitra Slovakia

Place of work

Nitra

Vacancy number

1138

Salary

700 € per month

Tasks, responsibilities

Content (type) of work

Administration, handling of common company correspondence, registration, creation, search and archiving of documents

Requirements

employee requirements

Job suitable for graduates

Basic education

Foreign languages:

English - elementary: A1 and A2

Computers

Microsoft Excel - elementary

Microsoft Word - elementary

Terms and compensations

Working conditions

Work for changes: one-shift work mode

Start date: immediately

Employment for an indefinite period

Contacts

Administrative Assistant Nitra Slovakia

Employer details

Business name: ROBI, spol. Ltd.

Legal form: Limited liability company

ID: 36518514

Contact person: Ing. Klaudia Dušková, personnel department, personalne@ro-bi.sk, tel .:

+421911813898

Information about the vacancy on the Internet:

[http://personall.sk/en/vacancy/297/Administrative Assistant Nitra Slovakia.html](http://personall.sk/en/vacancy/297/Administrative_Assistant_Nitra_Slovakia.html)

Characteristics: truck transport, welding work, plasterboard work, carpentry work, masonry work and others

Address: Levická 7B, 94901 Nitra, 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