

# 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](mailto:personalne@ro-bi.sk), tel .: +421911813898

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

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