

# Administrative worker Žiar nad Hronom Slovakia

Place of work	Vacancy number	Salary
Žiar nad Hronom	1458	700 € per month + provision of accommodation

## Tasks, responsibilities

Content (type) of work

Management, corporate finance, accounting, control and statistics, human resources, administration and customer service.

## Requirements

employee requirements

First degree education

Length of practice at least 2 years

Driving license: Group B

General competences: financial and economic literacy

Foreign languages: Ukrainian - high: C1 and C2, Russian - high: C1 and C2

Prerequisite: Control of all defined languages

Computers:

Internet - high

Microsoft Word - advanced

Microsoft Excel - Advanced

## Terms and compensations

Working conditions

Working hours: from 8:00 to 15:30

Work for changes: one-shift work mode

Employment for an indefinite period

Start date: immediately

# Contacts

Administrative worker Žiar nad Hronom Slovakia

Employer details

Business name: F&UK s.r.o.

Legal form: Limited liability company

IČO: 51108895

Contact person: Ján Fabian, managing director, fabstav@gmail.com, tel .: +421918693111

Address: Šášovské Podhradie 65, 96501 Žiar nad Hronom, Slovakia

Recruitment Agency in Slovakia - WwW.Personall.sk

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