

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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