

ASSISTANT TO THE CHIEF COMMERCIAL OFFICER

O práci ve Zbrojovce

Work in a traditional Czech company that prides itself on quality products, values and care for its employees.

Co bude váš denní chleba

Česká zbrojovka is looking for an Assistant to the Chief Commercial Officer. In this position, you will be primarily responsible for administrative support of the CCO and the entire department - e.g. management of orders, contracts, meetings and the attendance system. You will ensure the circulation of documents, organise the office schedule, prepare reports as required and arrange international visits (organisation and arrangements from arrival to departure).

Co vám za to nabízíme

- work for of a modern and innovative company with multinational operations;
- interesting and varied work with an international focus;
- training in the profession and further professional development;
- employee benefits

Ideálně splňujete

- have a secondary school degree;
- have communicative skills in English - level B2 and higher;
- have very good computer skills, specifically MS Office;
- have a proactive approach to work, good organisational and communication skills, pleasant demeanour;
- are diligent, systematic, flexible and can work independently;
- are willing to develop and learn new things;
- have knowledge of IS SAP - a great advantage;
- have experience in a similar position - a great advantage;
- are an active driver with a driving licence category B.



V případě vašeho zájmu zašlete Váš životopis na emailovou adresu
gabrhelova@czub.cz