

ASSISTENT

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 a.s. will recruit an employee for the position of ASISTANT/KA for the production department. In this position, you will be primarily responsible for complete administrative support of Senior Managers in production - e.g. managing orders, contracts, meetings and attendance system. You will be responsible for document circulation, organising the running of the offices and preparing reports as required.

Co vám za to nabízíme

We offer:

- the background of a modern and innovative company with multinational operations;
- interesting and varied work;
- training in the profession and further professional and professional development;
- a system of benefits with its own clinic, meals or electronic meal vouchers, pension insurance, contribution to medical care, the possibility of occasional work from home, etc.;
- 5 days of vacation beyond the Labor Code, sick days, flexible working hours.

Ideálně splňujete

We require:

- Full secondary school education;
- Communicative knowledge of AJ, fluent in Czech;
- ideally B1 level and above;
- Very good user knowledge of MS Office;
- Proactive approach to work, good organizational skills and pleasant demeanor;
- Diligence, independence, loyalty and flexibility;
- Knowledge of IS SAP is an advantage;
- Experience in a similar position is an advantage; - Group B driver's license - active driver.



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