

## ASSISTENT

### O práci ve Zbrojovce

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

### Co bude váš denní chleba

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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

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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

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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](mailto:kurimska@czub.cz)