

Asistent Manažéra / Asistentcia vedúcim pracovníkom / Assistant Manager / Assistant to managers

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **2 200 €**

Cena: **2 640 € bez DPH**

Preferovaná pracovná pozícia

Administratívny pracovník, referent

Asistent

Asistent manažéra

Asistentcia vedúcim pracovníkom

Ambasády

Preferovaná lokalita

Bratislava

Jazyky

Slovensky - Expert (C2)

Anglicky - Pokročilý (C1)

Poľsky - Začiatočník (A2)

Rusky - Začiatočník (A2)

Nemecky - Začiatočník (A2)

Zručnosti

Microsoft Excel - Základy, Microsoft Outlook - Pokročilý, Microsoft Power point - Pokročilý, Microsoft Word - Expert, SAP - Expert

Pracovné skúsenosti / Work experiences

07/2019 - present

Executive assistant of CEO

Zameranie spoločnosti:

Accounting and auditing activities, bookkeeping; tax advice

- » organization of the CEO agenda and execution of administrative tasks
- » arrangement of business trips
- » keeping and updating calendar for meetings
- » communication with Mother company and other daughters' companies as well as external partners
- » attending to visitors
- » executing required procedures for new and departing employees
- » correspondence handling, translations
- » handling of daily tasks for CEO/employees
- » other administrative tasks for CEO/employees
- » working with outlook, word, power point, excel, SAP, CRZ

10/2008 - 04/2019

Executive assistant within General Secretariat / Executive assistant of Board Member & CFO

Zameranie spoločnosti:

Other monetary intermediation

Executive assistant within General Secretariat (10/2008 - 06/2009)

- » material preparation and circulation for board meetings
- » arrangement of business trips for Management Board members
- » keeping and updating calendar for meetings
- » communication with other divisions and departments within the bank as well as external partners
- » other administrative tasks
- » working with outlook, word, power point, excel

Executive assistant of Board Member & CFO (06/2009 - 04/2019)

- » organization of the CFO agenda and execution of administrative tasks for the whole Finance, Planning & Controlling Division
- » material preparation for board meetings

- » keeping and updating calendar for meetings
- » handling of daily tasks for CFO
- » attending to visitors
- » organization of international business trips for managers/employees of the Division
- » arrangement of airport transportation for international visitors
- » executing required procedures for new and departing employees
- » providing office supplies for the entire department
- » correspondence handling, translations
- » communication with other divisions and departments within the bank as well as external partners
- » daily care for the Division departments' logistics in the way that helps employees to be effective and focused on the job
- » working with outlook, word, power point, excel

Vzdelanie / Education

2008 - 2010

General Management

2005 - 2007

Psychology / Human Resource