

Social Media / Account Manager / Marketingový špecialista

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: 3 500 €	Cena: 4 200 € bez DPH
Preferovaná pracovná pozícia	Preferovaná lokalita
Marketingový manažér	Okres Hlavní město Praha
Account manager	Švajčiarsko
Marketingový špecialista	Nemecko
Služby zákazníkom	Švédsko
Sociálne Médiá	Veľká Británia
B2B predaj	
B2C predaj	

Jazyky

Slovensky - Expert (C2)
Česky - Pokročilý (C1)
Anglicky - Pokročilý (C1)
Maďarsky - Stredne pokročilý (B2)
Taliansky - Mierne pokročilý (B1)
Nemecky - Začiatočník (A2)

Zručnosti

Microsoft Office - Pokročilý



Pracovné skúsenosti / Work experiences

08/2014 - present

HR Marketing / HR Compliance

Zameranie spoločnosti:

Automotive

HR MARKETING / HR COMPLIANCE (2019)

- » Marketing planning, budgeting, omnichannel strategic planning, supplier negotiations and order processing, structure development for Stimmungsbarometer (yearly group-wide employee survey)
- » HR Compliance coordination and implementation of core groupwide strategic policies
- » Key account user for SAP E-Recruiting and other career websites (updates, fixes, UX improvements, analytics, publishing of job postings)
- » Member of the editorial board for VWSK internal magazine

HR MARKETING (2016 - 2018)

- » Employer branding and marketing as described above (3000 new employees within 2016-2018), career video production, partnering and presenting on workshops for international university students, Intranet editing, SAP E-Recruiting and other
- Career trade shows (best trade show stand award in 2017)
- » New joiners initiation programme (internal CMS and web platform developments coordination)
- » Stimmungsbarometer (max. number of managed contracted subordinates: 300)
- » Internal HR Newsletter (overseeing and publishing, including HTML editing)

05/2015 - 06/2016

PΑ

Zameranie spoločnosti:

Manufacture of other fabricated metal products i. n.

- » Daily tracking and reporting of KPIs on selected project to the Board of Directors
- » Preparation of Standardised Daily KPI tracking, Reports for Management Reviews, 3 Panel Charts
- » Creation and distribution of Emergency Weekend Shifts and Contact Sheets
- Optimizing contracts for employees driving assigned vehicles
- » Preparing apartment related legal documentation
- Writing internal regulations, implementing rules and their control system, budgeting personal transportation, catering supplies, tracking



usage of rental cars

- Planning, implementation and administration of meeting rooms and visitors entry online booking tools
- » Creating local information page on Sharepoint etc.
- » Planning, organization and execution of company events and major meetings
- » Marketing Management and Plants visual design, Artistic content translations, Graphic Design, Plant Presentation
- » Vehicle Fleet Management, Coordination of employee parking
- » Logistic and operation planning for 78 external foreign operators with requirements to run on 3 and 4 pattern shifts, 24 hours a day (all within a short notice) for a period of 4 months
- » Office Design and Furnishing
- » Translating English Slovak, Slovak English, German English
- » Interpreting English Slovak, Slovak English
- » Travel Portal Cytric business system instructor and administrator,
- » Plant Manager's and own expense account
- » Processing invoices, creating Purchase Orders in Plex Systems Manufacturing Cloud and more

04/2014 - 03/2015

Management of State Service, Independent Advisor at the Chancellery and the Personnel Office

Zameranie spoločnosti:

General Public Administration

- » handling, preparing and analysing classified documents, participating in deliberating about classified information
- ensuring effective and flawless operation of the Secretariat and synergy of departments of the Chancellery
- » assisting to the Secretary General in his daily duties and routines
- » preparing his agenda upon priorities and matters of urgency
- » preparing materials for press conferences and press releases
- » briefing the Secretary General about current state of affairs, keeping him up to date and coordinating people working on several projects from various departments
- » coordinating and writing reports from consultative meetings
- » participation on preparation of Inauguration Ceremonial of the Slovak President
- » PR: Providing information on activities of the Slovak National Council, various authorities and about work of the Members of the Parliament, as well as explaining the Slovak legislation process

Vzdelanie / Education





2018

Professional Marketing

Digital diploma: Award in Digital Strategy - passed with distinction

2012

Linguaggio Economico

2008 - 2010

Lingua e Cultura Italiana per Stranieri

2006 - 2010

Faculty of Philosophy

Bc: Social Work

2000 - 2004

Grammar School