

Type of Contract: Student Temporary Work Agreement (Dohoda o brigádnickej práci študentov „DoBPS“)

Key Responsibilities:

- ▶ Administrative support
- ▶ Processing reports in Excel
- ▶ Scanning documents

Requirements:

- ▶ Experience in administration is an advantage
- ▶ 2nd or 3rd year university student of economics or mathematics
- ▶ Willingness to work 20 hours on weekly base, also during the summer holidays
- ▶ Communicativeness, willingness and flexibility

Language Skills:

- ▶ Slovak language – native (C2)
- ▶ English language – upper-intermediate (B2)

Computer Skills:

- ▶ MS Excel – advanced user

What We Offer:

- ▶ Work in a young, dynamic team
- ▶ Long-term paid internship in a stable international company
- ▶ Pleasant working environment
- ▶ Starting salary: **6,50 €/h**
(salary increase is possible after 3 months of work depending on performance)



or apply [HERE](#)

For further information please contact:

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