Type of Contract: Temporary Work Agreement („Dohoda o pracovnej činnosti”)

**Card Sales CZ Department**

Key Responsibilities:

* Administrative support of the Card Sales CZ Department
* Active role with small customers – telesales
* Taking care of contracts and their administration and archiving
* Support to the Card Sales Department manager
* Other administrative activities according to the instructions of the supervisor

Requirements:

* University student in Prague (1st, 2nd or 3rd year of studies)
* Willingness to work 20 hours/week (even during school holidays)
* Willingness to call and actively speak to customers
* Accuracy, responsibility
* Proactivity and flexibility
* Experience with administrative work is an advantage

Language Skills:

* Czech language - native
* English language – C1

**SCAN ME**

Computer Skills:

* MS Office - intermediate user

What We Offer:

* Long-term paid internship in a stable international company
* Excellent opportunity to gain work experiences during university studies
* Pleasant working environment
* A challenging position where you can apply your theoretical knowledge in practice
* Starting salary: 180 CZK/h (salary increase is possible after 3 months of work depending on performance)

**For further information please contact:**

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