

This vacancy has already been filled or cancelled.

Stážista, s. r. o.

Backlog Management and Automation Intern

Place of work

Bratislava, Slovensko

Start date in work

Asap

The date the offer was added

27 Jan 2025 (update 1 Jul 2025)

Type of employment

internship

Salary (gross)

€1,300 per month

1,300 EUR for full-time

Number of job vacancies

1

Information about job offer

Job description

Supporting with digitalisation and automation of reporting processes.

Reporting, planning, data analytics and coordination of tasks

Preparing/editing documents and presentations

Searching, collecting and evaluating information from different sources

Communication with internal and external partners

Administration support

Selection procedure information

Initial phone call and in-person or remote interview

Position also suitable for

- students

Benefits offered

A competitive salary and extensive social benefits

Diverse and dynamic work environment

Great work-life balance including hybrid working and Wellness Fridays initiative

Employee requirements

Required education

- Upper Secondary Education
- General Secondary Education
- Higher, Post-Secondary Education
- Tertiary Education (Undergraduate|
- Tertiary Education (Graduate)

Languages

- English - Advanced: B1 and B2

Additional requirements

Minimum year of university studies: 2nd year

Field of Study: Economics, Business Management, Industrial Engineering or similar field

Foreign languages, level of use: English language (B2) Intermediate, Slovak language (C2) Expert

IT skills, level of use: Microsoft Excel Intermediate

Being full-time student enrolled in a Bachelor/Master program in Economics, Business Management, Industrial Engineering or similar field

Excellent communication skills English and Slovak

Strong analytical skills

Strong MS Excel skills

Passion for process automation

Strong organizational, time management, and planning skills.

Ability to operate effectively within a virtual (cross-cultural) team

Employer information

Business Name



Stážista, s. r. o.

Company Registration Number

36840394

Address

Konventná 7969/6, 811 03, Bratislava - mestská časť Staré Mesto, Slovensko

Characteristics of the company

Stážista.sk je inovatívny kariérny portál pre vysokoškolákov, ktorý spája slovenských študentov, uvedomujúcich si hodnotu odbornej praxe a túžiacich po profesionálnom rozvoji na Slovensku, so zamestnávateľmi, ktorí im poskytujú príležitosť na získanie odborných pracovných skúseností a oceňujú absolventov s praxou. Vytvárame komunitu stážistov - študentov s pracovnými skúsenosťami, pripravených na pracovný trh budúcnosti.

Chceme priradiť pravú hodnotu slovu "stáž" s jej komplexným prínosom pre vysoké školy, študentov a zamestnávateľov v našej spoločnosti. Pre nás stážista nie je brigádnik. Primárny cieľ stážistu je získať pracovné skúsenosti vo svojom odbore, naučiť sa a rozvinúť odborné znalosti a zručnosti v praxi. Veríme, že aj vďaka tomuto projektu bude zo slovenských vysokých škôl vychádzať stále viac "stážistov" a CV slovenského absolventa bez relevantnej praxe sa stane minulosťou.

Source: worki.sk, **Offer ID:** 2056629, **Classification of jobs (SK ISCO-08):** [4419999 Other administrative clerk not elsewhere classified](#), **Working area:** [IT and Telecommunications](#)