

Place of work

940 02 Nové Zámky, Slovensko

Start date in work

02/06/2025

The date the offer was added

29 Apr 2025 (update 1 May 2025)

Type of employment

Employment contract for an indefinite period (Permanent employment)

Salary (gross)

from €816 to €886 per month

príspevok na stravu

Number of job vacancies

1

Information about job offer

Job description

manipulácia s obalmi, evidencia záznamov, vyhľadávanie záznamov, skenovanie, práca v sklade, vedenie motorového vozidla

Working mode

Single-shift system

Position also suitable for

- person from Ukraine

Employee requirements

Required education

- Upper Secondary Education
- General Secondary Education

Languages

- Slovak - High: C1 and C2

Digital skills

- Microsoft Excel - Advanced
- Microsoft Word - Advanced

Driving licence

- Category B

General qualifications and prerequisites

- communication (dealing with people)
- cultivated written expression
- cultivated verbal expression, ability to express oneself
- sense of fellowship with others
- attentiveness
- independence
- teamwork
- patience

Employer information

Business Name

DOCUGROUP Slovakia, s.r.o.

Company Registration Number

31440398

Address

Komárňanská cesta 13, 940 02 Nové Zámky-Dolná kapsa, Slovakia

Internet address

<http://www.docugroup.sk>

Characteristics of the company

externá správa registratúry

Contact person

Ing. Milan Hunka
konateľ

E-mail: [Send CV](#)

Phone: [+421 905 201 023](#)

Source: worki.sk, **Offer ID:** 2057601, **Classification of jobs (SK ISCO-08):** [4415001 File clerk \(documents management\)](#), **Profession:** [Administrative Worker](#), **Working area:** [HR, Administration and Customer Service](#)