

Place of work

Trnava, Slovensko

Kancelária na Dohnányho ulici

Start date in work

By agreement

The date the offer was added

26 Sept 2025

Type of employment

Employment contract for an indefinite period (Permanent employment)

self-employed

Salary (gross)

from €1,000 to €1,800 per month

Základná mzda + výkonnostná odmena + príspevok na stravovanie

Number of job vacancies

1

Information about job offer

Job description

Triedenie účtovných dokladov , účtovanie dokladov v programe Alfa a Omega,

Selection procedure information

prosím poslať krátky životopis ,pozdávka na pohovor bude odoslaná

Working mode

Flexible working hours

Position also suitable for

- persons with disability
- persons on parental leave

Benefits offered

- flexible working hours

Po dohode práca z domu , zabezpečené vzdelávanie v danej oblasti

Employee requirements

Required education

- Upper Secondary Education

The field of education: economy and management, trade and services

Field of study: účtovníctvo

Length of experience

at least 6 months

Languages

- English - Advanced: B1 and B2

Digital skills

- ALFA - Advanced
- OMEGA - Advanced
- Microsoft Word - Advanced
- Microsoft Excel - Advanced

Additional requirements

Precíznosť , zodpovednosť, príjemné vystupovanie , komunikatívnosť,

Employer information

Business Name

EKONOM OFFICE, s.r.o.

Company Registration Number

44171218

Address

Buková, 91910 Buková, Slovensko

Characteristics of the company

Zamestnávateľ pracuje v oblasti ekonomiky , spracovanie jednoduchého a podvojného účtovníctva , mzdy a personalistiky

Contact person

Zuzana Vitteková

konateľ

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Source: worki.sk, **Offer ID:** 2059676, **Classification of jobs (SK ISCO-08):** 3313004 Accounting clerk (except payroll), **Profession:** Accounting, Taxes and Receivables Specialist, **Working area:** Management, Corporate Finance, Accounting, Control and Statistics