

Place of work

Závodská cesta 2945/38, 010 01 Žilina, Slovensko

Start date in work

**Asap**

The date the offer was added

**22 Jan 2026**

Type of employment

Employment contract for an indefinite period (Permanent employment)

fixed-term employment: 12

part-time employment

Salary (gross)

from €1,035 to €1,200 per month

výška mzdy závisí od skúseností uchádzača a pracovného úväzku

finančný príspevok 6 € na deň

príspevok na 3.pilier DDS

po skončení skúšobnej doby príspevok na masáže, kino, wellnes., odmeny

Number of job vacancies

**1**

## Information about job offer

### Job description

Triedenie dokladov, pridávanie predkontácií na doklady, zakladanie dokladov, zanášanie dokladov na úrady, ostatné administratívne práce v účtovníctve.

### Working mode

Single-shift system

### Position also suitable for

- graduates

### Benefits offered

možnosť vzdelávania a pracovného postupu

# Employee requirements

## Required education

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

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

## Length of experience

no requirement for professional experience

## Digital skills

- Microsoft Word - Elementary
- Microsoft Excel - Elementary
- OMEGA - Elementary

## General qualifications and prerequisites

- financial and economic literacy
- initiative
- memory
- attentiveness
- practical thinking
- precision
- reliability
- teamwork

## Additional requirements

Chúť pracovať a ochota učiť sa nové veci.

## Employer information

### Business Name

VIJAN ekonomy, s.r.o.

### Company Registration Number

44208901

### Address

Jabloňová 400/55, 010 04 Žilina-Závodie, Slovakia

### Characteristics of the company

Spoločnosť sa zaoberá externým spracovaním účtovníctva a miezd a poskytuje ekonomické poradenstvo.

### Contact person

Ing. Jana Ftorková

konateľ

E-mail: [ftorkova.jana@gmail.com](mailto:ftorkova.jana@gmail.com)

Phone: [+421 907 303 192](tel:+421907303192)

**Source:** worki.sk, **Offer ID:** 2060513, **Classification of jobs (SK ISCO-08):** [4311999 Administrative clerk in accounting not elsewhere classified](#), **Working area:** [Management, Corporate Finance, Accounting, Control and Statistics](#)