

Place of work

Trnava, Slovensko

Dohnányho 8

Start date in work

By agreement

The date the offer was added

16 Feb 2026

Type of employment

Employment contract for an indefinite period (Permanent employment)

self-employed

Salary (gross)

from €1,000 to €1,600 per month

výkonnostné odmeny , mimoriadne odmeny

Number of job vacancies

1

Information about job offer

Job description

ukladanie účtovných dokumentov , spracovanie účtovníctva , DPH, DP, podporné administratívne práce

Selection procedure information

Na základe zaslaného životopisu na uvedený mail, poskytneme vybraným záujemcom informáciu o osobnom pohovore

Working mode

Single-shift system

Position also suitable for

- persons with disability
- persons on parental leave

Benefits offered

- flexible working hours

možný home office - po dohode na niektoré dni v týždni

Employee requirements

Required education

- Upper Secondary Education

The field of education: economics

Field of study: účtovníctvo

Length of experience

at least 1 year

Languages

- English - Elementary: A1 and A2

Digital skills

- Adobe Acrobat DC - Advanced
- OMEGA - Advanced
- ALFA - Advanced
- Microsoft Excel - Advanced
- Microsoft Word - Advanced

General qualifications and prerequisites

- communication (dealing with people)
- precision
- independence
- reliability

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:** 2060621, **Classification of jobs (SK ISCO-08):** [2411002 Accountant specialist](#), **Profession:** [Accounting Specialist](#), **Working area:** [Management, Corporate Finance, Accounting, Control and Statistics](#)