



Havko Milan, s. r. o.

Telefonistka-asistentka, administratívny pracovník Dolný Kubín /Ružomberok

Place of work

026 01 Dolný Kubín, Slovensko

Ružomberok, Slovensko

Start date in work

Asap

The date the offer was added

20 Feb 2026 (update 21 Feb 2026)

Type of employment

Employment contract for an indefinite period (Permanent employment)

Part-time employment, number of hours per week: 20

self-employed

agreement on temporary employment

Salary (gross)

from €1,000 to €1,500 per month

Number of job vacancies

2

Information about job offer

Job description

Náplň (druh) práce

- telefonovanie
 - administratívne práce

Working mode

Flexible working hours

Position also suitable for

- graduates
- persons with disability
- persons on parental leave

Benefits offered

- special rewards for work performance
- flexible working hours

- company social or sporting events, team buildings
- educational courses and training

Zamestnanecké výhody, benefity Čo ponúkame

- atraktívny systém odmeňovania, ktorý vám poskytne možnosti nadštandardného zárobku
- kvalitné vzdelávanie počas celej doby
- osobnostný a kariérny rast

Employee requirements

Required education

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

Digital skills

- Microsoft Outlook - Elementary
- Microsoft Excel - Elementary
- Microsoft Word - Elementary

Employer information

Business Name

Havko Milan, s. r. o.

Company Registration Number

53027213

Address

Mierová 1969/22, 026 01 Dolný Kubín-Brezovec, Slovakia

Characteristics of the company

Allianz, agentúrna kancelária Dolný Kubín

Contact person

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Source: worki.sk, **Offer ID:** 2060639, **Classification of jobs (SK ISCO-08):** [4110000 General administrative worker](#), **Profession:** [Administrative Worker](#), **Working area:** [Banking, Insurance, Financial Services and Real Estate, HR, Administration and Customer Service](#)