

Place of work

921 01 Piešťany, Slovensko

kancelária Piešťany

Start date in work

**Asap**

The date the offer was added

**27 Feb 2026**

Type of employment

self-employed

Salary (gross)

from €500 to €1,000 per month

+ odmeny

Number of job vacancies

**1**

## Information about job offer

### Job description

administratívne práce tzv. back office

- práca na počítači
- tvorba prezentáciu
- zabezpečenie chodu kancelárií
- evidencia spolupracovníkov, objednávanie teambuildingov, organizácia
- príprava podkladov na tvorbu finančných plánov - prepisy
- nahlasovanie poistných udalostí a t d'.

### Working mode

Flexible working hours

### Benefits offered

- recruitment contribution
- flexible working hours
- pet-friendly office

# Employee requirements

## Required education

- Vocational Secondary Education

## Digital skills

- Microsoft Excel - Advanced
- Microsoft Word - Advanced
- Microsoft PowerPoint - Advanced
- Internet - Advanced
- Google Forms - Advanced
- Zoom - Advanced

## Driving licence

- Category B

## General qualifications and prerequisites

- analysing and solving problems
- organising and planning work
- attentiveness
- precision

## Additional requirements

flexibilita, zodpovednosť, ochota učiť sa nové veci, príjemné vystupovanie

## Employer information

### Business Name

Zuzana Gábová

### Company Registration Number

43639038

### Address

Brunovce 169, 916 25 Brunovce, Slovakia

### Characteristics of the company

Zaoberáme sa obchodno-konzultačnou činnosťou.

## Contact person

Zuzana Gábová

riaditeľ

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**Source:** worki.sk, **Offer ID:** 2060675, **Classification of jobs (SK ISCO-08):** 4120000 Secretary,  
**Profession:** Administrative Worker, **Working area:** Banking, Insurance, Financial Services and Real Estate, HR, Administration and Customer Service