

Place of work

911 01 Trenčín, Slovensko

Start date in work

Asap

The date the offer was added

8 Aug 2025

Type of employment

Employment contract for an indefinite period (Permanent employment)

Salary (gross)

€1,300 per month

Number of job vacancies

1

Information about job offer

Job description

Administratívny pracovník Ponúkame administratívnu prácu - dohľadávanie nákladných listov od prepravcov - CMR, následné spárovanie s faktúrou a zaslanie klientom. Ide predovšetkým o mailovú komunikáciu, pri ktorej je dôležitý anglický jazyk.

Working mode

Single-shift system

Position also suitable for

- graduates
- persons with disability

Benefits offered

Práca v nadnárodnej spoločnosti. Prijemné pracovné prostredie. Nestresujúca pracovná náplň, bez nadčasov.

Employee requirements

Required education

- Vocational Secondary Education
- Upper Secondary Education

Languages

- English - Advanced: B1 and B2

Digital skills

- Microsoft Word - Advanced
- Microsoft Excel - Advanced
- Microsoft Outlook - Advanced

General qualifications and prerequisites

- analysing and solving problems
- initiative
- cultivated written expression
- sense of fellowship with others
- reliability
- teamwork

Employer information

Business Name



NTG Services, s. r. o.

Company Registration Number

47805617

Address

Osloboditeľov, 91101 Trenčín, Slovensko

Characteristics of the company

Our company is providing Finance and administration support to our mother companies in Scandinavia on the principle of quality and effectiveness improvement targeting service excellence.

Currently we have branches in Bulgaria and in Slovakia providing services for NTG GLOBAL A/S

(www.ntgglobal.com), NTG Frigo A/S (www.ntgfrigo.com), NTG Nordic A/S (www.ntgnordic.com/), NTG Continent A/S (www.ntgcontinent.com), NTG Solution A/B (www.ntgsolution.se), NTG Frigo GmbH Germany.

All these companies are part of the NTG Group currently operating with 24 offices in Europe (mainly Scandinavia and Baltic countries)

Contact person

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