

Place of work

Bratislava, Slovensko

väčšina prác sa vykonáva online ale niekedy je potrebná prítomnosť v Bratislave

Start date in work

Asap

The date the offer was added

15 Jan 2026 (update 6 Mar 2026)

Type of employment

agreement on temporary employment

agreement on student work

Salary (gross)

from €10 to €15 per hour

Number of job vacancies

1

Information about job offer

Job description

správa administratívnej agendy u existujúcich klientov, komunikácia s finančnými inštitúciami a s katastrom.

Selection procedure information

osobný pohovor a skúšobná doba 1 mesiac

Working mode

Flexible working hours

Position also suitable for

- person from Ukraine
- graduates
- students
- youngsters
- persons on parental leave

Benefits offered

- flexible working hours

prácu možno vykonávať z domu a organizovať si sám svoj pracovný čas. Odmena je za výkon

Employee requirements

Required education

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

Length of experience

no requirement for professional experience

Languages

- Slovak - Advanced: B1 and B2

Digital skills

- Internet - Advanced
- Microsoft Excel - Advanced
- Microsoft PowerPoint - Advanced
- Zoom - Elementary
- Adobe Acrobat DC - Advanced

General qualifications and prerequisites

- analysing and solving problems
- cultivated written expression
- cultivated verbal expression, ability to express oneself
- independence

Employer information

Business Name

RM Biznis servis, s. r. o.

Company Registration Number

54192781

Address

Tamaškovičova 2740/15, 917 01, Trnava, Slovensko

Characteristics of the company

Spoločnosť organizujúca a prevádzkujúca vzdelávaco, obchodné projekty Finančná pohoda, Finančná sloboda a Podnikateľský inkubátor.

Contact person

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Konateľ

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