

Place of work

Závodská cesta 2945/38, 010 01 Žilina, Slovensko

Start date in work

Asap

The date the offer was added

22 Jan 2026

Type of employment

Employment contract for an indefinite period (Permanent employment)

fixed-term employment: 12

part-time employment

Salary (gross)

from €1,035 to €1,200 per month

výška mzdy závisí od skúseností uchádzača a pracovného úväzku

finančný príspevok 6 € na deň

príspevok na 3.pilier DDS

po skončení skúšobnej doby príspevok na masáže, kino, wellnes..., odmeny

Number of job vacancies

1

Information about job offer

Job description

Triedenie dokladov, pridávanie predkontácií na doklady, zakladanie dokladov, zanášanie dokladov na úrady, ostatné administratívne práce v účtovníctve.

Working mode

Single-shift system

Position also suitable for

- graduates

Benefits offered

možnosť vzdelávania a pracovného postupu

Employee requirements

Required education

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

The field of education: economy and management, trade and services

Length of experience

no requirement for professional experience

Digital skills

- Microsoft Word - Elementary
- Microsoft Excel - Elementary
- OMEGA - Elementary

General qualifications and prerequisites

- financial and economic literacy
- initiative
- memory
- attentiveness
- practical thinking
- precision
- reliability
- teamwork

Additional requirements

Chúť pracovať a ochota učiť sa nové veci.

Employer information

Business Name

VIJAN ekonomy, s.r.o.

Company Registration Number

44208901

Address

Jabloňová 400/55, 010 04 Žilina-Závodie, Slovakia

Characteristics of the company

Spoločnosť sa zaoberá externým spracovaním účtovníctva a miezd a poskytuje ekonomické poradenstvo.

Contact person

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konateľ

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Source: worki.sk, **Offer ID:** 2060513, **Classification of jobs (SK ISCO-08):** [4311999 Administrative clerk in accounting not elsewhere classified](#), **Working area:** [Management, Corporate Finance, Accounting, Control and Statistics](#)