

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](#)