



We are an engineering company engaged in the development and production of specialized environmentally friendly refrigeration technology. The technology used and integrated by MIRAI INTEX with innovative solutions opens new horizons in the field of cooling at ultra-low temperatures, aiming to minimize the negative impact of human on the environment. We offer our employees a unique opportunity to be an active part of a growing company, the ability to gain unique experience in a very interesting and innovative field.

For our growing manufacturing plant in Brno we are currently looking for talented and driven colleagues for following positions:

ASSISTANT OF MANAGING DIRECTOR

JOB DESCRIPTION:

- Ensuring the normal running of the office, introducing and taking care of company visits.
- Dealing with the usual administrative agenda for executives.
- Operation of office equipment: copying, printing, scanning of documents.
- Taking and keeping meeting minutes, preparing documents for business negotiations and meetings.
- Written and oral translations and interpretation at meetings. Translations of documents from and into languages: Czech, English, Russian.
- Securing, ordering and registering office supplies.
- Provision of accommodation, air tickets, tickets.
- Records of all incoming and outgoing company correspondence.
- Creating purchase requisitions.
- Meeting room calendar management.
- Ensuring effective communication across the company.
- Serving the kitchen for visitors.
- Cooperation on the organization and provision of various social and corporate events, events for employees, etc.
- Fulfillment of individual tasks by the company executive.

WE REQUIRE:

- Knowledge of Czech, English and Russian at a communicative level.
- Secondary school/university education ideally in economics.
- At least 2 years of experience in a similar position for company management.
- Knowledge of working on a PC, especially MS Office.
- Representative appearance and excellent communication skills, tactful and diplomatic behavior.

WE OFFER:

- Very good financial evaluation in the form of fixed wages.
- Interesting work in an international environment.
- Opportunity to actively participate in the growth and development of the company.
- Pleasant and motivated team.
- Flexible working hours.
- Free coffee and drink at the workplace.

**CLICK HERE AND SEND US YOUR
CV DIRECTLY**

