



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:

EXECUTIVE ASSISTANT

JOB DESCRIPTION:

- Your role will be to manage and organize the complete agenda of the company's management.
- Organize and personally participate in business meetings (agenda, preparation and control of documents for these meetings).
- You will manage and perform a wide variety of activities and unusual tasks arising from the assignment of the company's management.
- Accompany management on business trips, even abroad.

WE REQUIRE:

- Knowledge of Czech, English and Russian at an advanced level.
- Driver's license sk. B - active control.
- High school / university education in economics.
- At least 2 years of experience in a similar position for company management.
- Knowledge of working on a PC, especially MS Office.
- Maximum flexibility, willingness to work outside standard working hours.
- Personality activity and initiative, desire to solve even atypical tasks and manage new situations.
- Mental stability and resistance to stress.
- Representative performance and excellent communication skills, tactful and diplomatic negotiations.

WE OFFER:

- Very good financial evaluation in the form of fixed wages and bonuses.
- Interesting work in an international environment.
- Space for applying your experience with the maximum possibility of self-realization.
- 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**

