



We are an engineering company engaged in the development and production of specialized environmentally friendly refrigeration and air conditioning technology. The technology used and integrated by MIRAI INTEX with innovative solutions opens new horizons in the field of cooling and air conditioning, 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:**

## **RECEPTIONIST / ASSISTANT with CZ, ENG and RUS**

### **Job description:**

- Organization of reception / management office running and calendar management
- Supply management - food, office supplies
- Arranging contracts, arranging official affairs, and minor management tasks
- Communication with service providers
- Interpreting and translations
- Taking caring of visits and communications within all departments of the company

### **We are requesting:**

- Secondary / postgraduate education
- Experience in a similar position for at least 3 years
- Very good PC skills, especially MS Office
- Very good knowledge of Czech and Russian language, knowledge of ENG at communicative level
- Communicativeness, flexibility, responsibility, thoroughness

### **What we offer to our employees:**

- Interesting work in an international working environment in technologically unique field
- Space to use your experience at top level and possibilities for self-realization
- Gaining unique experiences and valuable skills in a special technological field
- The ability to actively participate in the growth and development of the company
- Team of pleasant and motivated young professionals
- Exceptional financial evaluation

