

## Assistant of the Management Board

ITS – AIM s.r.o is a raising up firm in wire harness machines industry. We have over 10 years' experience on international trade. We are looking to employee office assistant to support us with daily tasks. If you're hard-working and dedicated, ITS-AIM s.r.o is an ideal place to get ahead. Apply today!

### Responsibilities for Assistant of the Management Board

- Completing and archiving documents, e.g. invoices, bills, import documents, shipping documents.
- Supplementing information in the eurofaktura.cz system database.
- English translations to Czech.
- Support in the implementation of projects for EU subsidies
- Customer service support
- Creating marketing articles, management Linked in.

### Qualifications for Assistant of the Management Board

- Bachelor's Degree Technical ( preferred)
- Experience 2+ year ( preferred)
- Experience with financial and customer service principles ( preferred)
- Organizational abilities
- Proficient user of MS Office (MS Excel in particular)
- Interpersonal and communication skills
- Problem-solving attitude
- High responsibility and honesty
- English advanced

### What we offer

- Flexible working hours
- Training in the field of duties
- Participation in the International Fair
- Possibility of promotions in a developing company
- Earnings suitable for employee skills and responsibility

Please send your CV on the e-mail address: [info@wire-processor.eu](mailto:info@wire-processor.eu)