

GIT Consult is the leading IT & Telco staffing company in the Czech and Slovak Republics. Since being founded our only focus has been finding the right jobs in IT & Telco for our candidates. As the market leader we work with all major companies in both markets.



Better people, better projects

Admin Support (part-time)

Our client is international telecommunication company.

!!! UNIQUE JOB OPPORTUNITY for university students!!!

Main responsibilities are:

- understand the MSS Solution Fit portal (Web site) which is used to track all sales opportunities
- enter deals into the MSS Solution Fit Portal - opportunities are manually typed into the system
- create agendas which is laid out to support our suppliers and presenters
- group the products and to support the different regions of the account teams
- when person has security skills he or she will also document the results of the call based on the solution request and send the results of the Solution to sales
- additional work on interesting projects

Qualifications:

- Microsoft Excel and PowerPoint user proficiency
- Advanced level of English language
- Administrative or data entry experience is advantage
- Flexible and smart student

Other benefits:

- ideal work for daily students
- using English on daily basis
- be part of dynamic company and young team
- very attractive salary

Offered salary:

- very attractive salary

Working time: 20 hours per week,
US time: between 14.00 – 22.00 PM

Location:

Bratislava

Should you be interested in this position, please send us your CV in English with your application.

Contact details:

GIT Consult Slovakia
Poštová 3, 811 06 Bratislava

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