



CERI International Sp. z o.o. is a rapidly expanding BPO centre (Business Process Outsourcing) with substantial experience in effective business process management. CERI International assists entrepreneurs in optimizing their operating expenses and in effectively translating better results into even better services. CERI International belongs to Commerzbank Group.

We are looking for:

TPC Office Assistant

Work place: CERI International Sp. z o.o., ul. Traktorowa 148/158, Łódź.

Reference No.: OA/TPC/CERI/2014

MAIN TASKS:

1. Coordination of current administrative issues in the office.
2. Conducting and registering internal and external correspondence.
3. Distributing messages and drafting internal memos.
4. Ensuring proper workflow of documents (processing, distribution and archiving of documents).
5. Organizing of business meetings and visits.
6. Running the schedule/calendar of meetings.
7. Preparing translations of correspondence and documents for the needs of management.
8. Daily communication in Polish, German and English.
9. Organizing and settling business trips.
10. Preparing reports, documents and presentations.
11. Assisting other Employees with varied responsibilities and keying them in on the duties they are supposed to handle.

REQUIREMENTS:

1. University degree or during studies.
2. Fluency in German (level C) and English (level B).
3. Microsoft Office excellent.
4. Good oral and written communication and interpersonal skills.
5. Strong planning and problem-solving skills.
6. Ability to manage multiple tasks and meet deadlines.
7. Creative, innovative, open-minded, thinking outside the box.

WE OFFER:

1. An interesting job in an international company.
2. Ability to develop, train and climb the career ladder.



3. Working atmosphere distinguished by partnership and true team spirit.
4. An attractive performance oriented compensation package.
5. Co-financed Multisport cards, co-financed medical care package.

CONTACT:

To apply, please send your application (CV and cover letter) in English, German and Polish with reference number OA/TPC/CERI/2014 to the following e-mail address: kariera@ceri.pl

We will contact only the chosen candidates. Thank you all for your application.

We kindly ask you to include in the CV the following clause: I agree for processing my personal data and putting them into a database of CERI International Sp. z o.o. with headquarters in Łódź, Traktorowa 148/158 with regard to the current and future recruitment projects, in accordance with the provisions of the Act about the Personal Details Protection dated 29.08.1997 (Dz.U. z 2002 r. Nr 101, poz. 926 z póź. zm.). I note that I have a right of access to the content of my data and their correction.

