



INTERNSHIP OFFER

ADMINISTRATIVE ASSISTANT

Responsibilities:

- Assist in filing and organizing documents.
- Support in managing emails and phone calls.
- Assist in preparing reports and presentations.
- Collaborate in managing calendars and scheduling meetings.
- Contribute to maintaining records and databases.
- Provide general support in other administrative tasks as needed.

Requirements:

- Student or recent graduate in Business Administration or similar.
- Excellent organizational skills and attention to detail.
- Strong verbal and written communication skills.

We offer:

- Paid internship.
- Opportunity for post-internship hiring.
- Continuous training with personalized development plan.
- Work in a highly qualified team.
- Hybrid work model.



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