

3M captures the spark of new ideas and transforms them into thousands of ingenious products. Our culture of creative collaboration inspires a never-ending stream of powerful technologies that make life better. 3M is the innovation company that never stops inventing. With \$30 billion in sales, 3M employs about 88,000 people worldwide and has operations in more than 70 countries.

3M Česko is seeking:

Marketing Support Safety & Graphics Business Group

JOB RESPONSIBILITIES

Translations for the online catalogue or other translations
Administration of the safety portal/Extranet (registration, gifts, points); update of information
Search and share images/videos to customers/colleagues
Collecting and processing of POS data into CRM system
POS and demo samples preparation for events / distributors
Events, seminars and meetings support
Assistance in warehouse, sorting of catalogues, moving boxes

REQUIREMENTS

Excellent organizational and communication skills
Reliable and self-driven professional
Sense for detail and good prioritization
Ethical conduct and ability to protect organization values and personal data by keeping information confidential
Fluent English knowledge (written and spoken - daily use)
PC skills (MS Office – especially Excell)
Proactive approach, team player

3M OFFERS

Part time position for unlimited period
Perspective international company
Professional and personal development
3M benefit program
Notebook, mobile phone

If you are interested in the above-posted position, send your CV and motivation letter to Monika Glaserova, mglaserova@mmm.com.