

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:

Office-Service Assistant/ Receptionist Part time

Job responsibilities:

Responsibility for assigned reception activities and administration - phone calls & messages, messenger and post services, responsibility for airtickets and taxi ordering, office supplies ordering, communication with internal clients and external suppliers, office-service assistance (mobile phones and car fleet management). local company kitchenette (coordination of maintenance of coffee machines and refreshment), help with preparation of local events. 3M Cesko office is located in Prague 4 (3M Cesko, V Parku 24, P4).

Requirements:

Proactive approach, dynamic personality
Excellent communication skills
Reliable and self-driven person
Excellent English knowledge (written and spoken - daily use)
PC skills – MS Office, Outlook
Experience with a similar position is an advantage (administration/reception)

3M offers:

Part-time position
Perspective international company
Professional and personal development
3M benefit program

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

For more company information visit 3M website:<http://www.3M.cz>