

Prague Office, Part-time job Assistant to Management of company

LeitnerLeitner is one of the leading tax advisory and auditing firms in Central and Eastern Europe with more than 750 tax experts located across various countries. Our people are passionate about finding feasible solution for all client's tax, audit and financial-advisory issues.

For our new branch in Prague, Czech Republic, we are looking for a suitable candidate for Assistant to Management of company.

This position is suitable for students in the last years at university having the possibility to work part-time to get some practical new working experiences.

Your responsibilities:

- Assistant activities for the management of the company
- Administrative agenda
- Organisation of working tasks for employees
- Occasionally receptionist activities

Your profile:

- Advanced MS office skills
- Fluency in English, German is an advantage
- Flexibility, diligence, independence
- High-level communication and organisational skills
- Ability to work and cooperate with team of young people

Our offer:

- Monthly salary CZK 12.000 – 14.000
- 20 hours per week (possibility to agree on flexible working hours)
- 5 weeks of vacation
- Working in international team (frequent use of English language)
- Very pleasant and friendly working environment
- Possibilities to learn and grow within everyday cooperation with professional colleagues - Tax advisors
- Meal vouchers after the end of probation period

Our contact details:

If you are interested to find more about this position please feel free to contact us (e: martin.valasek@leitnerleitner.com).

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