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:

Finance Administrative Assistant
Part-time position
From June till October 2018 (summer job)

JOB RESPONSIBILITIES

Administrative support of finance department
Administrative support of Credit Controling department
Registration of invoices in the system
Distribution of invoices to the responsible persons
Scanning invoices and sending them to an external processor
Filing invoices and travel vouchers
Processing of credit notes to customers
Sending reminders to customers
Working with MS Excel, MS Outlook and copy machine

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
English knowledge (written and spoken - daily use)
PC skills
Proactive approach, team player
Experience with the similar position is an advantage

3M OFFERS

Part time position for limited period
Perspective international company
Professional and personal development
Notebook

If you are interested in the above-posted position, send your CV and motivation letter to Eva Auersvaldova, eauersvaldova.cw@mmm.com.

For more product information visit 3M website: http://www.3M.cz