



McKinsey & Company is a global management consulting firm. We work with leading organizations across the private, public and social sectors. Our scale, scope, and knowledge allow us to address problems that no one else can. We have deep functional and industry expertise as well as breadth of geographical reach. We are passionate about taking on immense challenges that matter to our clients and, often, to the world.

Part-time VISUAL ASSISTANT

We are looking for a new colleague that will join our team to support our consultants. This is a **part-time position** ideally for candidates who:

- Would like to **become experts at creating PowerPoint presentations** and to assist our consultants in expressing their messages graphically and conceptually (initial training for PowerPoint will be provided),
- Are **able to commit to a long-term cooperation** (at least 2 years) in a team of young people within a global firm,
- Are able to work 2-3 days from 2pm until 10pm (late night transport home is provided)
- Are **native in Czech and fluent in English**.

Successful candidate will join a team that provides **support in creating, formatting and designing electronic presentations in customized version of MS PowerPoint**. The presentations play an essential role in McKinsey consultant's communication with clients. We are looking for candidates with great eye for a detail and an ability to learn fast.

Type of contract:

Dohoda o pracovní činnosti, 20 hours/week. Final schedule of working hours will be based on mutual.

We want you to excel with us and therefore we offer plenty of support to you....

- A **part-time job** in the top global firm with challenging working environment
- **PowerPoint and Thinkcell training** provided by our senior colleagues
- **Excellent learning opportunities** in a team of young and talented people, and participation in internal/external trainings (Time management, Structured Communication, MBTI, Feedback giving/receiving etc.)
- Late night transport home is provided (after 9pm)
- Corporate events, free food & drinks at the workplace, fitness
- Other interesting benefits

Who are we looking for?

- Familiarity with MS PowerPoint, Excel and Word
- Fast typing (at least 200 keystrokes per minute)
- **Native in Czech (very good with the grammar) and fluent in English**
- A great eye for a detail
- A calm, team-player attitude with good sense of prioritization, ability to work under pressure and meet deadlines, proactive, service- and detail-oriented with professional communication

How to apply?

If you are passionate about this position do not hesitate to send your Curriculum Vitae in English to Zuzana Ludvíková at zuzana_ludvikova@mckinsey.com.

For more information about McKinsey Prague office, visit our website – www.mckinsey.cz

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