

Business Assistant (Debrecen)

IT Services Hungary

Job ID:	105308
Country:	Hungary
Location:	Debrecen
Region:	Hajdú-Bihar megye
Employment Type:	Full Time - Regular
Job Level:	Young Professional
Languages Required:	German

Job Description

As Business Assistant you will be a remote member of an international team, individually supporting a German manager from home office and from ITSH sites. Specific tasks:

- Independently manage the international department's central e-mail gateway and pre-evaluate, distribute and track new messages
- Preparation of conference documents, presentations, meeting minutes
- Preparation and dissemination of cross-divisional information
- Collaborate with other secretariats and coordinate management assistance
- Taking part in projects and specific tasks (ad hoc reports)

Job requirements

- Relevant experience or university degree with a focus on personnel management
- German C1 and English B2 level language skills
- Self-employed and self-responsible working methods are very important
- Secure handling of MS Office tools (Power Point and Excel)

IT Services Hungary

IT Services Hungary is the biggest ICT employer of Hungary, the subsidiary company of T-Systems International. Our company uniquely offers the whole portfolio of ICT-service. Our centres in Budapest, Debrecen, Pécs and Szeged satisfy our international clients in system integrational and operational fields, but in our wide offer you can also find all the widely used software and hardware platforms of SAP system services as well as distant and local server operation, network management and supervision. The appreciation of our work is shown by winning the „Investor of the Year” award both in 2008 and 2015. In the year 2014/15 „Employer of the Year” (National Champion) award was also collected by us. Since 2014 the company has been a multiple Superbrands award winner, and IT Business gave us the title: „The Most Successful ICT enterprise” in 2017. We are looking for experienced professionals as a still developing and broadening company!

Contact

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