

Assistant II

T-Systems Slovakia

Job ID: 83288
Country: Slovakia
Location: Kosice
Region: East Slovakia
Employment Type: Full Time - Regular
Job Level: Professional

Job Description

<u> General description </u>

- Performs wide range of administrative and general support duties of highly responsible and confidential nature. Frequently communicates with senior level internal and external contacts and is regularly exposed to confidential data.

<u> Accountabilities </u>

- Furnishes and obtains information from other managers or outside representatives.
- Drafts correspondence for supervisor's final approval.
- Receives and screens telephone calls, letters, and visitors, answering routine questions
- Prepares special reports, gathering, summarizing and analyzing data.
- Acts as a personal assistant to the direct superior and supports him/her in his/her day-to-day work.
- Schedules appointments and arranges meetings, conference and travel.
- Organizes effectively direct superior's calendar.
- Organizes, prepares and moderates meetings, discussions and conferences (invitation, agenda, participant selection, ensures catering, prepares and assembles conference documents, distribute presentations, writes minutes etc.).
- Collects, processes, and finalizes business related documents and is able to work with business applications (e.g. weekly reports).
- Communicates with internal and external contacts, e.g., internal and external correspondence and communication by phone, by letter, by e-mail and face to face. (Nationally and internationally).
- Orders office supplies.
- Takes care of internal and external visitors

<u> Other benefits </u>

- cafeteria - individual benefit,
- trainings and development opportunities,
- discounts at various providers in Košice,
- possibility of Home office,
- pension savings contribution,
- meal vouchers contribution,
- teambuildings,
- extra vacation days,
- young and enthusiastic working environment,
- diversity program,
- health weeks,
- sport activities,
- weekend events,

- work life coaching,
- doctors at workplace,
- credit card,
- metro card,
- referral bonus /financial/,
- rotations possibilities.

<u> Requirements </u>

 Education

- University degree or high school

 Languages

- English: B2
- German: advantage

 Others

- Teamwork, responsibility, punctuality, proactive approach
- MS Office (Word, Excel, PowerPoint, Outlook)
- High level of tact and integrity due to the confidential information

 Salary:
min 845salary base + variable part + other benefits/ The final basic wage component can be adjusted accordingly to individual skills and experience of selected candidate

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T-Systems Slovakia

- T-Systems Slovakia was established in Slovakia in 2006 with the goal of providing information and communication (ICT) outsourcing solutions for the global corporate clientele of the Deutsche Telekom AG Group. The company has been based in Košice since its establishment. It was established as a subsidiary of T-Systems International GmbH, which has its head office in Germany and is a part of the global Deutsche Telekom AG Group.
- The Slovak company provides outsourcing services for corporate customers in Germany, the European Union and at a global level. The size and breadth of activities and quality of work delivered by T-Systems Slovakia is a major reason why the T-Systems brand is the market leader in Germany and one of the big four ICT service providers in Europe.
- The company has used the last decade to grow from nothing to the second-largest IT company in Slovakia and the second-largest employer in the east of the country. T-Systems Slovakia had 3,850 employees in Košice at the end of 2016, which makes it the second-

largest shared service center in Slovakia and one of the top fifteen largest employers in Slovakia.

- Thanks to our highly qualified and motivated employees, our company has the fastest growing added value in the IT sector in Slovakia.

Contact

T-Systems Slovakia

Martina Mano
martina.mano@t-systems.com