ADMINISTRATIVE ASSISTANT

Responsibilities:
• Assist in filing and organizing documents.
• Support in managing emails and phone calls.
• Assist in preparing reports and presentations.
• Collaborate in managing calendars and scheduling meetings.
• Contribute to maintaining records and databases.
• Provide general support in other administrative tasks as needed.

We offer:
• Paid internship.
• Opportunity for post-internship hiring.
• Continuous training with personalized development plan.
• Work in a highly qualified team.
• Hybrid work model.

Requirements:
• Student or recent graduate in Business Administration or similar.
• Excellent organizational skills and attention to detail.
• Strong verbal and written communication skills.

INTERNSHIP OFFER

Jana Masaryková
Talent Acquisition
+34 644 891 699
jana.masarykova@exceltic.com