



DB Cargo Czechia s.r.o.

A newly founded company within the network of DB Cargo AG - the biggest rail freight operator in Europe. As the 16th national railway company of DB Group, DB Cargo Czechia was established to provide unique rail solution and shift more international traffics into the Czech rail network.

Position: Team Assistant / Back- office support / Back- office Assistant / Non-executive Assistant in DB Cargo Czechia - (maternity leave substitution)

Place of work: Ostrava / Místo výkonu práce: Ostrava

Job description / Popis pozice:

- Supporting the team with administrative and operative tasks regarding daily business
- Preparing documents, briefing papers, reports and presentations
- Managing and archiving invoices, invoicing, commercial offers, contracts (in accordance with company's standards)
- Handling incoming and outgoing correspondence (incl. translation)
- Coordinating daily functioning of the office
- Cooperation with internal and external parties (Human Resources team support, Accounting support, Cooperation with IT team, Cooperation with shared service center in RO)
- Preparation of meetings (incl. meeting rooms, video/ telephone conferences, agenda, refreshment etc.)

Requirements / Požadujeme:

- Higher educational level (preferably in economics, finance, accounting field)
- Advanced Czech and English language skills (other languages as PL and DE of advantage)
- Experience in back- office support of advantage
- Advanced MS Office knowledge (Word, PowerPoint, Excel in particular)
- Basic knowledge/ experience in the field of finance and accounting
- High motivation, stress resistance, work efficiency and detail orientation
- Multitasking
- Good interpersonal skills, team player
- Driving license B (**active driver**)

Offer / Nabízíme:

- Interesting, independent, diverse and responsible job in the company with growth perspective
- Interesting payment conditions
- System of employee's benefits (meal tickets, educational courses and trainings, pension insurance contribution)
- 25 holiday days
- Potential for career growth
- Term contract - 2 years (maternity leave substitution)