

Kraj	Polska
Województwo	dolnośląskie
Miejscowość	Wrocław
Stanowisko	Profesjonalny Asystent / Profesjonalna Asystentka
Nazwa firmy	PwC
Informacje o firmie	<p>The Professional Assistants HUB at PwC Poland connects over 60 specialists. Our primary tasks include administrative support to assigned Partners and Directors and active participation in the life of the company. Within the Assist team, we are supportive of each other and share knowledge and experience, and care about constructive feedback. The international environment and continuous business development allow joining additional interesting projects and gaining new competencies.</p> <p>We are looking for: Professional Assistant</p>
Opis stanowiska	<p>Your future role:</p> <ul style="list-style-type: none"> • Administrative support resulting from the specificity of the Supervisor's role, • Calendar management, • Comprehensive organization of business and integration meetings, • Travel management, • Settlement of business expenses, • Support in the preparation and circulation of documents.
Wymagania	<p>Apply if you have:</p> <ul style="list-style-type: none"> • At least one year of experience working as an assistant to the Management/Senior Management Board, • Strong interpersonal skills, ability to build and maintain relationship, • Very good organizational and task prioritization skills, • High personal culture, discretion and ability to cooperate between teams, • Ability to work well under pressure with a high degree of accuracy, • Detail oriented and keen to learn new skills, • Ability to communicate in Polish and English fluently (written and spoken skills).
Oferujemy	<p>By joining us you gain:</p> <ul style="list-style-type: none"> • Work flexibility - hybrid working model, flexible start of the day, workation, sabbatical leave, • Development and upskilling - our full support during onboarding process, mentoring from experienced colleagues, training sessions, workshops, certification co/financed by PwC and conversations with native speaker, • Medical and wellbeing program - medical care package, mindfulness, psychological support, education through dedicated webinars and workshops, financial and legal counseling, • Possibility to create your individual benefits package (a.o. lunch pass, concierge, veterinary package for a pet, massages) and access to a cafeteria - vouchers, discounts on IT equipment and car purchase, • 3 paid hours for volunteering per month, • Additional paid Birthday Day off, • And when you start enjoying PwC as much as we do, you may recommend your friend to work with us. <p>Recruitment process:</p> <ul style="list-style-type: none"> • CV verification,

	<ul style="list-style-type: none">• HC screening call,• Interview.
Data wygaśnięcia oferty pracy	2024-07-26 12:14:53
Kontakt	Oferta pochodzi z portalu Praca.pl. Prosimy o przesyłanie aplikacji bezpośrednio do pracodawcy. Link do ogłoszenia na Praca.pl: https://www.praca.pl/profesjonalny-asystent-profesjonalna-asystentka_9112699.html