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| Kraj | Polska |
| Województwo | dolnośląskie |
| Miejscowość | Wrocław |
| Stanowisko | Office and Executive Assistant |
| Nazwa firmy | TECHSTACK sp. z o.o. |
| Informacje o firmie | <p>Techstack is a technology product engineering company that sets an example for high development standards in the IT industry. We empower each team member to influence the development of the product, company, and processes.</p> <p>Want to make an impact? You're in the right place. Apply for a position!</p> |
| Opis stanowiska | <p>Your team:</p> <ul style="list-style-type: none"> • In Wrocław, you will join a supportive and collaborative team, working closely with the C-Level, Office Management, and other administrative staff. • Our team operates in a dynamic, fast-paced environment, aiming to make daily operations as seamless as possible for everyone. You will be the go-to person for organizational tasks, visa processing, document management, and event coordination, supporting C-level executives with various assignments. • If you enjoy a role where collaboration and efficiency are the key, this role will be a great fit for you. <p>Culture:</p> <ul style="list-style-type: none"> • Techstack works with exceptional people who do unique and exciting things. • We introduce high standards in the technology industry — this is the principle of our work. To comply with this principle, Techstack, and all members, always move forward. Each of us has the opportunity to make our contribution to the product, company, team, industry, and personal development. • Our culture is grounded in professionalism, respect, and a commitment to excellence in everything we do. With a focus on continuous improvement, we encourage team members to develop their skills and take on new challenges, fostering an environment where growth and support go hand in hand. <p>Your responsibilities:</p> <ul style="list-style-type: none"> • Collaborate closely with the Office Manager to support the smooth operation of the office. • Support for deliveries and mailing of packages. • Handle various organizational tasks that arise within the office environment. • Manage visa applications, contracts, document dispatch, verification, and gathering signatures. • Organize and maintain document databases, manage archives, and ensure proper storage of contracts and other legal documents. • Assist with event management, including planning and coordination of events. • Manage various personal tasks from C-level executives, such as handling documents, sending contracts, and helping to organize business trips. |
| Wymagania | <p>It's about you:</p> <ul style="list-style-type: none"> • Have a bachelor's degree in Business Administration, Management, or a related field. • Have proven experience of 1 year as an executive assistant or similar role, supporting C-level executive. • Proficiency in Google documents and other relevant tools/software. • Have impeccable organizational and time management skills, with the ability to multitask effectively under pressure. • Have a high level of emotional intelligence. |

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| | <ul style="list-style-type: none"> • Have excellent verbal and written communication skills and strong research and analytical skills. • Pay attention to details and can meet deadlines. • Knowledge of Ukrainian language. • Have an Intermediate+ level of English and Polish <p>How to join Techstack:</p> <ul style="list-style-type: none"> • Pre-screening with a recruiter. • English and Polish check. • Interview with our experts. • Interview with the Head of HR and C-Level. |
| Oferujemy | <p>What we have for you:</p> <ul style="list-style-type: none"> • Stable and long-term position in an experienced team. • Broad opportunities for professional and career growth, including professional challenges that encourage personal development, meetups, hackathons, professional communities, and more. • Direct communication with all stakeholders and the ability to influence product development. • Horizontal connections and absence of micromangement, fostering a collaborative environment where all team members are accessible to each other for any concerns. • Hubs in Kharkiv, Kyiv, Lviv, and Wrocław (Poland) or everything necessary for remote work. • Up to 50% compensation for the cost of educational courses and conferences to support professional development. • Free English language and business English courses. • 20 days off and 5 sick days to support your health and well-being. • Legal and accounting support. • Appreciation gifts for significant events and occasions. |
| Data wygaśnięcia oferty pracy | 2024-12-11 15:38:56 |
| Kontakt | Oferta pochodzi z portalu Praca.pl. Prosimy o przesyłanie aplikacji bezpośrednio do pracodawcy. Link do ogłoszenia na Praca.pl: https://www.praca.pl/office-and-executive-assistant_9361279.html |