

Administration Assistant - Warsaw

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Company: Adepto Technical Recruitment

Location: Warsaw

Category: other-general

As an Administrative Assistant you will play a crucial role in providing administrative support to our Warsaw office.

Working as part of a European team, you will support with a 2 month long integration project providing support to various stakeholders and teams across Europe.

You should be able to communicate effectively in written and spoken English, be able to follow clear instructions and be able to work in a fast-paced, high pressured environment.

You will need to start on May 6th for a 3 month period and be able to commit to working throughout this entire period.

Requirements

Previous experience as an administrative assistant or in a similar role.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Strong organizational and time management skills.

Excellent communication and interpersonal skills.

Attention to detail and ability to multitask effectively.

Ability to work independently and as part of a team.

Benefits

You will work from Mon-Fri from 8-4 or 9-5 and will earn PLN 6,000 per month.

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