

## Office Assistant with English

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Company: HRK S.A.

Location: Poland

Category: other-general

**The HRK Human Resources team** specializes in the recruitment of top-notch HR specialists and managers to satisfy the needs of global organizations and leading companies with Polish capital. We possess experience in building the entire structures of HR departments, which is a unique capability on the Polish market. The team acts within the framework of HRK S.A., one of the HR management consulting organizations in Poland. We offer recruitment services, assessment and development of employee potential, employer branding, career path building, as well as salary and personnel administration (HRK Payroll Consulting). Our offices are located in Warsaw, Cracow, Poznań, Katowice, Wrocław, Łódź and Gdynia.

For our Client, an international manufacturing company, we are looking for a candidate for the position of

Office Assistant with English

Łódź

### **Responsibilities:**

Handling office correspondence and communication with international partners in English.

Organizing meetings and providing support in documentation preparation.

Managing day-to-day office matters, including conference room bookings and coordinating business travels.

Assisting the team with daily administrative tasks.

## Requirements :

Fluent command of both Polish and English languages, both written and spoken.

Prior experience in office or assistant roles will be advantageous.

Proficiency in using MS Office suite.

Effective time management skills and strong communication abilities.

Availability for full-time on-site work

## Offer:

Stable employment in an international company with a well-established market presence.

Friendly and professional working environment.

Opportunities for professional growth and valuable experience.

Competitive salary commensurate with your skills and experience.

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