

# Administrative Assistant



In 1998, Celní jednatelství Zelinka (Zelinka Customs Broker) was founded. The company has quickly grown from one little office to a company currently having 6 domestic and 9 foreign branches. Our company has been dealing with complex services for the subjects of international trade in goods. It is especially services of customs agency, i.e. customs operations in connection with import, export and transit of goods.

## Job description:

- administrative office support;
- data-checking in customs software;
- issuing and sending of invoices to accounting department and clients;
- communication with accounting department and preparation of reports;
- telephone and e-mail communication with colleagues and clients;
- intensive work with PC (MS Excel, Huzar).

## We expect:

- experience in administration;
- basic computer skills;
- experience in invoicing is an advantage;
- knowledge of English language;
- advanced knowledge of Excel;
- organizational skills in your own work;
- precision and responsibility;
- ability to work both in team and independently;

## We offer:

- Motivational salary;
- Additional bonuses based on performance;
- Possibility of training;
- Medical care;
- Working location: Warsaw (Aleje Jerozolimskie 214, 02-486 Warsaw)
- Starting date: Immediately or by negotiation.

If you are interested, please send your CV to the email below. We will be pleased to give you more information during our in-person meeting.



Celní Jednatelství  
Zelinka s.r.o.

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