

Administrative officer



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.

Currently, we are looking for a person for the position of Administrative officer.

It is possible to start immediately.

Job description:

- administrative office support;
- data-checking in customs software; archiving;
- issuing and sending of invoices to accounting department and clients;
- individual projects to manage;
- communication with accounting department and preparation of reports;
- client reporting;
- debts collection;
- telephone and e-mail communication with colleagues and clients;

We expect:

- experience in administration;
- basic computer skills;
- advanced knowledge of Excel;
- active knowledge of English language;
- experience in invoicing is an advantage;
- 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.

Petr Novák
HR manager

mobile: +420 604 202 129
e-mail: petr.novak@zelinka.cz
www.zelinka.cz