



GeCom, s.r.o.

Administratívny pracovník

Place of work

P. O. Hviezdoslava 6082/1A, 071 01 Michalovce, Slovensko

GeCom, s.r.o., Michalovce

Start date in work

Asap

The date the offer was added

31 May 2024

Type of employment

agreement on student work

Salary (gross)

€4.31 per hour

dohodou

Number of job vacancies

1

Information about job offer

Job description

komunikácia so zákazníkmi

vybavovanie telefonátov

prijímanie platieb za služby

zakladanie dokumentov

Selection procedure information

pohovor

Working mode

Single-shift system

Position also suitable for

- graduates
- students
- youngsters

Employee requirements

Required education

- Upper Secondary Education
- General Secondary Education
- Higher, Post-Secondary Education
- Tertiary Education (Undergraduate)
- Tertiary Education (Graduate)

The field of education: economy and management, trade and services

Length of experience

no requirement for professional experience

Digital skills

- Google Docs - Advanced
- Internet - Advanced
- Microsoft Excel - Elementary
- Microsoft Word - Elementary
- Microsoft Outlook - Elementary

General qualifications and prerequisites

- Empatia
- Komunikatívnošť
- Samostatnošť

Employer information

Business Name

GeCom, s.r.o.

Company Registration Number

36705268

Address

Hviezdoslavova, 07101 Michalovce, Slovensko

Internet address

<http://www.gecom.sk>

Characteristics of the company

Prinášame na trh produkty GeCom Internet, TEČKO televízia a dátové služby v rámci SR. "Rodinný" charakter spoločnosti s osobitým prístupom či už ku kolegom alebo zákazníkom.

Pôsobíme na trhu KE, MI, HE, SO.

Contact person

Radovan Geci
majiteľ spoločnosti

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Source: worki.sk, **Offer ID:** 2052596, **Classification of jobs (SK ISCO-08):** [4110000 Všeobecný administratívny pracovník](#), **Working area:** [Personalistika, administratíva a služby zákazníkom](#)