

Industrial and Commercial Bank of China is looking for a FULL TIME Office Assistant/Receptionist for Prague Branch.

You will be responsible for reception and administrative duties.

Responsibilities:

- Daily administrative work (communication with facility manager, office premise maintenance, groceries procurement, invoice reimbursement, mail/newspaper delivery)
- Handle correspondence in the bank including mail box, data mail box, couriers and internal communications
- Answering incoming calls and visitors general inquiries
- Schedule and plan meetings and appointments
- Coordinate with suppliers including cleaning, fruit delivery, greenery
- Archive and company vehicle management
- Ad-hoc Czech - English translations
- Daily economic news monitoring
- Assist in organization's events and team-building activities

Requirements:

- Good knowledge of MS Office
- Good communication skills
- Calm, courteous and professional demeanor at all times
- Positive attitude and dependability
- Administrative related working experience is a plus
- Fluent Czech and English, Chinese language is a plus
- Driving licence is a plus

We offer:

- Work in an international environment
- 5 weeks vacation
- 6 sick days
- Edenred Benefit Meal Card
- Location right by metro station Pankrac
- Refreshment at workplace: fruit, coffee, juices..
- Team-buildings & volunteering activities 2x per year
- Gifts for Birthday, Christmas, New Year...
- Mobile Tariff
- Transportation allowance

Do you want to be a part of our ICBC great team in Prague?

...if your answer is yes, please share your CV in English with us to e-mail address:
recruitment@cz.icbc.com.cn.

Before you apply, please make sure that you have living and working permit in the Czech Republic.

Happy to meet you personally!

HR team