

Professions we would like to master

February 2021, Melčice-Lieskové, Slovakia

Základná škola s materskou školou Jána Smreka, Melčice-Lieskové

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Teacher

• Duties required:

- Teaching using the provided lesson plans.
- Developing plans based on provided national curricular system
- Marking of exams related to their subject.
- Discussing disciplinary and student performance issues with parents
- Providing support for the academically low performing students, to help improve and get motivated to reach their potential.
- Aiding in duties that may include testing children, substituting for absent teachers, organizing children.
- Positive attitude towards children
- Managing extra-curricular classes and activities and after school activities
- Actively seeking and attending professional development trainings
- Communicating with parents and other school staff members
- Actively participate in local community development

Personal and professional requirements:

- Master's degree in relevant field of study/subject
- Proficient speakers/presenter
- ICT competence
- Teaching experience preferable (beginners, too)
- Communication Skills
- Ability to work within a team.
- Must meet all employment requirements including, but not limited to, country and local education and certification requirements, reference checks, and criminal background checks.

Salary and benefits offered:

- Attractive salary (guaranteed by state)
- Possibility of professional growth and development
- Full-time position
- Friendly and motivational working environment



Customer Service Agent

Duties required:

- Provide customer service to clients.
- Manage incoming enquiries and complaints.
- Handle orders
- Communicate with customers.
- Cooperate with sales representatives.
- Register and maintain customer data and records.
- Closely cooperate with Logistic Specialist – provide all the transport related instructions such as packing list and other specific information.

Personal and professional requirements:

- High school degree or higher
- English language fluently
- PC skills – MS Office, intermediate level
- Knowledge of logistics is advantage.
- Customer oriented with focus to details.
- Team player
- Previous customer service experience is preferable.

Salary and benefits offered:

- Attractive salary (Starting from 1000 EUR/month gross + regular monthly bonus)
- opportunities for future growth
- Full-time temporary position
- Friendly, multicultural, and motivational working environment
- The onsite facilities include a fitness center, coffee machines, canteen, and nursery.



Accountant

Duties required:

- Complete accounting transactions
- Complete monthly financial reporting
- Complete the balance sheet.
- Complete assigned accounting activities to support the monthly, quarterly, and annual close processes.
- Participation in internal and external audits
- Administrative support

Personal and professional requirements

- Degree in accounting and / or finance
- Fluent English (min B2)
- Accounting background and accuracy, min 1 years of experience
- MS-Office, particularly Excel

Salary and benefits offered:

- Regular monthly bonus
- Language and training courses
- Multi-sport card
- Free workplace massages
- Meal vouchers (fully paid by the employer)
- Flexible working time and the possibility of home office
- Fitness Center, canteen, kindergarten
- Flexible benefits (medical care, gift vouchers, and many others based on your preferences)
- Full time position



Engineer

Duties required:

- track project time schedule, changes, finish project on time and within budget,
- making plans and detailed drawings
- create accurate projects and precisely specify what material/parts are needed.
- You will provide demonstration to client.
- Create bill of materials used in production.
- Develop a visualization of products in graphic program.
- fulfill customer safety standards, demonstrating a high degree of safety awareness.
- Development and final realization of a product prototype

Personal and professional requirements

- Degree in Engineering (mechanical, electrical...).
- General knowledge of IT.
- Quick learner with problem solving skills and creative thinking
- Fluent English
- Travelling is needed.
- Experience in engineering advantage
- Multiple language skills.

Salary and benefits offered:

- We offer salary starting from 1600EUR/month gross (plus a monthly bonus)
- international working environment.
- opportunities for professional growth
- 13th salary,
- fully covered meal vouchers,
- The onsite facilities include a fitness center, coffee machines, canteen, and nursery.
- Full time position



A chef

Duties required:

- Chef will provide meals for guests.
- Chef will make sure all duties are carried out to a high standard.
- A Chef will ensure smooth running of the kitchen and restaurant.
- A chef should be calm and collected under pressure.
- Qualified chef should also be a good educator and trainer. He/she is responsible for teaching new recipes and procedures to his/her coworkers.
- A chef knows how to use all the restaurant's equipment and can teach a new employee how to properly use this equipment as well.
- A chef should take care about promoting our restaurant on social media (Instagram, Facebook)
- Chef will cook and create menus for a variety of customers.
- A Chef will ensure kitchens meet Food Hygiene legislation

Personal and professional requirements:

- qualified Chef
- Must have knowledge of food hygiene legislation.
- Good organizational and customer service skills
- Previous experience advantage
- You must be able to drive a car.
- uniform is supplied, so you don't have to buy one.
- A good understanding of nutrition
- Experience of working with fresh seasonal food.
- Manage stock control.
- Work within budget

Salary and benefits offered:

- Salary starting from 1600EUR/month gross
- fully covered meal vouchers,
- Full time position

