

## OFFICE SUPPORT SPECIALIST

AMCON Europe s.r.o. is a growing subsidiary of a Japanese company, AMCON INC. based in Yokohama, Japan. We are a manufacturer of wastewater treatment equipment, focusing on sludge management for municipal wastewater treatment plants and industrial factories. With its unique patented product called "VOLUTE", AMCON has solved over 4000 water and wastewater problems in more than 70 countries all over the world. Prague is our European headquarter to spread our innovative technology to the fullest degree in Europe and we are looking for a motivated and experienced person who can join our small team (40 staff total) and work together with us for the protection of the precious environment on a worldwide scale.

### WHAT WILL YOU DO

#### 1. Company operation:

- Fleet management (5 pools of company cars owned by the company), including insurance, regular service inspections, STK, purchase of motorway stamps
- Agenda of insurance contracts (travel insurance, property insurance, company car insurance, production machines)
- Purchase, maintenance, and renewal of the company's "operating" assets (cars, IT equipment, mobile phones, photocopiers, etc.), responsibility for the management of operating funds (small cash + payment cards)
- Communication and negotiation of business conditions with suppliers of operational services
- Responsibility for non-exceeding of the selective operating cost budget items
- Communication with authorities, support in securing documents for import, export

#### 2. Office management:

- Managing the company's reception (1 internal Receptionist)
- Provision of office supplies, administrative services (ordering business cards, etc.), postal, legal, notary services related to the activities of the Front or Back office
- Communication with Facility management representatives

### WHAT WE EXPECT

- Experience in office management of min. 1 year.
- Native speaker level of Czech language and min. upper intermediate (B2) of spoken and written English
- Multitasking and priority management skills
- Proactive, responsible, punctual person
- Excellent organizational and communication skills, problem-solving skills, logical and analytical thinking and client-oriented approach
- PC skills (MS Office) + basic knowledge of IS Helios as an advantage)

### WHAT WE OFFER

- Place of work: Prague – west (Chrastany)

- Employment in a growing and stable company that makes a positive contribution to environmental protection and sustainability in relation to water resources
  - Friendly and international English-speaking professional team
  - Annual bonus based on financial results and individual achievement
  - 25 days of paid holidays per calendar year
  - 3 sick days per calendar year
  - Meal vouchers contribution (55 CZK net per day worked)
  - Free delivery of hot lunches of your choice directly to the workplace
  - Free refreshments in the workplace, free coffee maker
  - Relax zone – table tennis, table football, darts
  - Company contribution (50%) to English classes at the workplace and international exams
  - Company contribution (50%) to Multisport card
  - Work anniversary rewards
  - Discounted mobile plan for family members
  - Free shuttle bus from Zličín metro station (10 min to the office)
  - Free parking place
  - Teambuilding events usually 3 times a year

Please do not hesitate to send us your CV. We are looking forward to hearing from you. For the selection procedure for this position, AMCON Europe s.r.o., registered office is Chrášťany 207, Post Code 252 10 Chrášťany, Czech Republic, Identification No.: 248 311 15, as administrator, to process the personal data you provide (or publicly obtained) in accordance with the General Data Protection Regulation (EU) 2016/679.