

Assistant

MWD Technologies is a digital agency in Sofia and looking to add a new member to a team of professionals. Our company is great at delivering tailored software solutions and services to clients, in a manner that keeps the fun in the daily chores. If you are looking for a new job opportunity and you are willing to join a relaxed environment, please take a moment of your time to review our offer and requirements for the position in question.

We are looking for a person to join as an Assistant

RESPONSIBILITIES:

- Handling office manual/labour work (desk arrangements, office moves/changes/furniture/computer hardware);
- Ownership and management of orders/parcels for goods;
- Close cooperation with and support of the company's Manager;
- Driving to locations in Sofia when necessary to perform daily tasks.

REQUIREMENTS AND ADVANTAGES WILL BE:

- The position is ideal for students who have a driver's license and are willing to earn whilst studying and looking to progress with their career path;
- Good level of English or German will be a must as means to communicate effectively with the company's Manager;
- Labour contract - non-full working day - company openness for negotiations and arrangements;
- University students can jumpstart their career in an IT Company with new position opportunities in the future.

To apply, contact us at: z.georgiev@mwd-systems.com

Deadline: 15.01.2023

If you are interested, please send us your resume in English.

Only short-listed applicants will be contacted.

All applications will be handled with strict confidentiality.