

## **Czech Rectors Conference Announces the Selection Procedure for the Position of the Czech Rectors Conference Secretariat Assistant**

### **What will be your duties?**

- office administration and organizational activities, particularly
  - bilingual web updating
  - administrative and organizational preparation of rectors meetings
  - domestic business trips connected with rectors meetings processes assuring
  - communication with higher education institutions secretariats and another domestic and foreign institutions

### **What are our requirements?**

- higher education institution graduate
- knowledge of spoken and written English
- good computer skills, particularly MS Office
- responsibility, discretion, loyalty, reliability
- excellent communication skills, pleasant manner

### **What can we offer you?**

- job in a prestigious institution of European significance
- pleasant work environment and conditions
- employee benefits (meal vouchers, advantaged meals, 6 weeks holiday, additional pension insurance, vaccination allowance)
- initial basic salary: 20-22 thousand CZK per month
- job starting as soon as possible after the end of the selection procedure, by agreement

### **How to apply?**

Please send the application form with a structured biography **not later than on 25 May 2018** using the e-application form available here:

<https://www.muni.cz/o-univerzite/kariera-na-mu/volna-mista/39950>.