

To start as ASAP we are looking for a

# Office Assistant/student (M/F)

FOR RWE Hrvatska d.o.o. LOCATION Zagreb, Croatia

## Your tasks:

- > Participate in returning of products process
- > Support in the sales process for specific products and "smart systems"
- > Competition monitoring
- > Assistance in managing stockpiles at the warehouse
- > Assistance with received complaints
- > Administrative work

## Your profile:

- > English language
- > Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills
- > Student contract

## Please also note the following:

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Contract Type: Student contract

Employment Fraction: Full-time

Remuneration: Student

Company: RWE Hrvatska d.o.o.

RWE is an equal opportunity employer and welcomes applications from all sections of the community.

## ARE YOU INTERESTED?

Then please apply preferably by mail [maja.paic-majdic@rwe.com](mailto:maja.paic-majdic@rwe.com)

We are looking forward to your application!