

ABOUT US

MAGNUM FBO has been a successful ground handling company for business jets since 2012. We offer a range of ground handling services throughout Austria and, since 2019, also in Slovakia.

Motivated qualified employees, as well as satisfied international aircraft operator and their passengers are our core philosophy, and we are looking for new staff member for this interesting and versatile position!



JOIN OUR TEAM AS OFFICE ASSISTANT

JOB DESCRIPTION, RESPONSIBILITIES AND DUTIES

- Answer customer inquiries via phone and email and provide general customer support.
- Perform administrative tasks related to customer care, such as invoicing, accounting, processing credit card statements, and managing our car fleet.
- Organize and schedule appointments, manage office supplies and inventory, and maintain accurate records.
- Prepare invoices, manage the car fleet, and assist with administrative tasks as needed.
- Ensure that customer inquiries are answered promptly and accurately.
- Maintain a clean and organized office environment.
- Assist with special projects as needed.
- Manage and organize the office filing system.
- Coordinate meetings and events, including scheduling, invitations, and catering.
- Typical day in the position includes answering customer inquiries, managing office tasks, and assisting with special projects.
- Working hours for this position are from 9:00 am to 5:00 pm, Monday through Friday.

PERSONALITY REQUIREMENTS AND SKILLS

- You have a driving license B.
- You speak Slovak and fluent English
- You are customer-oriented and friendly.
- You have a well-groomed and smart appearance.
- You work well under pressure and are flexible.
- You have IT skills and are proactive.
- You have organizational skills.
- You possess a pleasant and communicative personality.
- You have high quality awareness and discretion.

Wage (gross)

€ 1.600,-- GROSS. WAGE, 12 TIMES YEARLY.

FIRST 3-MONTH TRIAL PERIOD WITH A BASIC WAGE € 1.500,-- .

DEPENDING ON YOUR QUALIFICATIONS AND PROFESSIONAL EXPERIENCE, OVERPAYMENT IS POSSIBLE.

Contract Type

FULL-TIME

Place of Work

AIRPORT BRATISLAVA (BTS), IVANSKÁ CESTA, BRATISLAVA

Send your CV to:

HR@MAGNUMHANDLING.COM