

## New career opportunity for Dutch speakers in Prague (Brno)

REED is very happy to participate in new project. Our client, well known international company is currently extending its business and looking for Dutch speakers for multiple positions in customer service, administration, finance and HR. If you speak Dutch and English and would like to be part of international team and work in friendly and dynamic environment this is perfect career opportunity for you.

### Positions:

#### **Finance Specialist with German/Dutch**

processing invoices and orders  
to ensure that information are complete  
review accounting documents, identify errors

#### **Credit Representative with German/Dutch**

communication with vendors  
ad hoc reports  
invoices agenda, etc.

#### **Customer Service Specialist with German/Dutch**

answer all queries via phone and email  
to build good relationship with customers  
communicate across the company

#### **HR admin with Dutch/German**

recruiting candidates  
administrative tasks related to HR Agenda  
other HR agendas

#### **Data Analyst with German/Dutch**

processing data  
preparing reports, making analysis, etc

### Requirements

advanced knowledge of Dutch and English  
university degree is advantage  
work experience in administration/finance/HR is advantage  
advanced knowledge of MS Office  
team player  
communicative and proactive person  
suitable also for a fresh graduate

Location: Prague/Brno

Start: (negotiable)

Salary: attractive, depending on experience level

**Benefits:**

Career opportunity with possibility of personal growth

Opportunity to be part of new international project from the beginning

Using of foreign language on daily basis

Extra holidays + sick days

Meal vouchers

And more interesting information about hiring processes and news from recruitment.

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Kontakt pro uchazeče:

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