

ZF Engineering Plzeň s.r.o. & ZF OPENMATICS s.r.o. offers:

Time period (from - to)	Work title	Work description	needed skills
now - unlimited	project mgmt support	support a building and infrastructure project manager with "daily tasks" like checking status with suppliers, sending reminders, getting status info from project team members etc.	Czech language, open communication, any study topic technical or economic or philosophy is fine
now (asap) - four weeks (estimation)	Administration of evidence of electrical equipment	Evidence of electrical equipment - it means labeling, record in to excel.	Czech language (basic is sufficient) or english language, basic skills PC (excel), basic technical skills (electricity)- Nice to have (not mandatory): Vyhlaska 50/1978 Sb. paragraf 6, equipment under low voltage
asap - unlimited	Stock taking of invests to Libreja + administration of CC purchasing	Support Jan Lonsky with stock taking to Libreja tool. Support order of all kinds of equipment on CC budget.	Czech language (basic is sufficient) or english language, basic skills PC (Office), basic technical skills (engineering study)
from June/ July	receptionist	receptionist, some additional administration tasks	CZ + EN language / friendly, open, communicative person / well organized, willing to learn
now - four weeks (estimation)	Metrology administration support	Storing and archiving process of calibration certificates, creation (taking photo) of pictures of measuring devices	CZ or EN language / friendly/ administrative skills

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