ADMINISTRATIVE ASSISTANT

Infusion is a Software Consulting company with offices in New York, Toronto, London, Dubai, Poland and Malta. Our Software Consultants develop and implement enterprise-scale financial systems and mission critical solutions for an extensive global client list that includes the world’s largest banks, government agencies, pharmaceutical firms and e-commerce companies. We are currently looking for an **Administrative Assistant (Intern)** to our Wroclaw office.

**Key Responsibilities and Duties:**

* Performing administrative and office support activities  
* Greeting and directing visitors  
* Cooperating with office suppliers  
* Coordinate messenger and courier service  
* Receive, sort and distribute incoming mail  
* Assist with planning and monitoring the office renovations  
* Assist with HR administrative work (scan and copy documents)  
* Assist in planning and coordinating social events  
* Work with Manager of the office to co-ordinate and organize appointments and meetings  
* Creating spreadsheets and presentations if required  
* Ensure office equipment is properly maintained and serviced

**Requirements:**

* Student (4-5 year of study) or Graduate  
* Previous office experience may be requested but this can also be entry level position  
* Competent computer skills including MS Office or equivalent  
* Strong organizational skills and attention to detail  
* High degree of integrity concerning confidential information  
* Internet research abilities  
* Strong communication skills  
* Ability to independently handle numerous task at once in a high energy, fast paced environment  
* Advanced in English

We offer 3 months of paid internship with possibility to remain in the company.

Ready for a new challenge?
If you are interested send your CV in English at [Rekrutacja.Admin.WR@infusion.com](mailto:Rekrutacja.Admin.WR@infusion.com) as the title of the message "Administration - Intern - Wroclaw"

If you want to find more about us check [www.infusion.com](http://www.infusion.com)