

OLVASÁS ÉRTÉSI FELADATOK

1. Recruitment

Legal Secretary (Ref: S8190)

We are looking for a key new member to join its support staff. Your responsibilities will include the whole range of administrative tasks, including arranging schedules, document production and generally providing hands-on support to a busy legal team. You should be an efficient and organised individual and be able to prioritise and work effectively under pressure. Fluent English is essential and some knowledge of Hungarian would be an advantage. Good typing and PC skills (Word, Excel) and a minimum of one year's experience in an administrative position are also required.

To apply, please send your CV in English and Hungarian to Recruitment International, 1369 Budapest, Pf. 314.

Personal Assistant

needed to work in the USA. The successful candidate should be fluent in English (both in writing and speech) have a university or college degree, good computer skills and should be intelligent and dynamic single man or woman.

Please send your CV to fax number: 312-3762 or e-mail: blackice@mail.interware.hu

Chief Accountant

Competitive, well-known company in the software industry is looking for a chief accountant with at least 3 years' relevant accounting experience and fluent English. Prime tasks will include consolidation and reporting. Strong experience in accounting and integrated systems is required, knowledge of US GAAP or IAS is a great advantage.

Project Engineer

250,000-350,000 HUF

Prestigious foreign company is urgently looking for an IT professional to solve customer problems, install software at customers, develop software and pre-sales support. Requirements are: LAN/WAN, TCP/IP, UNIX (Solaris), basic Windows NT experience, fluent English, higher education degree.

Sales Executive

Competitive, multinational company in service industry has an opening for an independent, dynamic individual to manage a fast-developing sector of the firm. Requirements: very good English, excellent communication skills, business development experience, preferably in service area, and a self confident, proactive and customer-oriented attitude. Candidates with background in tourism are also welcome.

If you are interested, please apply: Tel: 474-3222, E-mail: grifton@elender.hu, Home page: www.grifton.hu

Feladat

Olvassa el az álláshirdetéseket (Recruitment) és töltsse ki a táblázatot a hirdetések tartalma alapján a megadott példa szerint.

Requirements and other information	Job vacancies				
	Legal secretary	Personal assistant	Chief accountant	Project engineer	Sales executive
1. computer skills	X				
2. university or college degree					
3. experience in the field					
4. English knowledge					
5. communication skills					
6. payment					
7. working conditions					