

WE ARE HIRING

Administrative Support for the Project Management Team

Are you interested in project management and would like to boost your career in this field? Join our team as administrative support for researchers working in the field of artificial intelligence and robotics at CTU CIIRC and gain valuable hands-on experience! Visit our website at <https://www.ciirc.cvut.cz> and follow us on social media.

SCOPE OF WORK

- ✓ Supporting project and financial managers in the administration of research projects in all phases of the project management cycle
- ✓ Document Management System
- ✓ Internal and external communication with researchers and administrative teams, grant providers, and partners

BEST CANDIDATE

- ✓ Organizational skills, an attention to detail, enjoy working in a dynamic environment
- ✓ Good knowledge of English, both written and spoken
- ✓ Proficiency in MS Office

WORKING ENVIRONMENT

- ✓ Friendly a Flexible Work Environment
- ✓ Excellent Science and Research
- ✓ Fair Salary and Benefits

Please send a **structured CV** and **cover letter** in both Czech and English to: kamila.blazkova@cvut.cz

