

# WE ARE HIRING

## Administrative Support for the Project Management Team

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

### BEST CANDIDATE

- ✓ Organizational skills, an attention to detail
- ✓ Good knowledge of English, both written and spoken
- ✓ Proficiency in MS Office
- ✓ Interested in part-time job starting Jan/Feb 2025

### WORKING ENVIRONMENT

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

Please send a **structured CV** along with information about the preferred workload to the email address

[kamila.blazkova@cvut.cz](mailto:kamila.blazkova@cvut.cz)

