

Team Assistant – fixed term contract

ABOUT THE TEAM

Company: Zalando Lounge Logistics Polska

Direct Lead: Logistics Center Manager

Recruiter, Email: Monika Chojnowska, monika.chojnowska@zalando.pl

We are excited to be recruiting for a versatile and creative Team Assistant to support our fun and friendly Zalando Lounge team. As our Team Assistant you will be responsible for comprehensive organization of office work and administrative processes. You will be accountable for a broad range of activities from basic administrative tasks, to problem solving and query handling, through to actively contributing to projects within the team/divisions.

WHAT WE'RE LOOKING FOR

- First class organizational skills with excellent attention to detail and a high degree of accuracy
- Administrative experience, ability to multi-task, working without supervision, ability to prioritize and balance conflicting demands, using own initiative to resolve problems and managing own workload within agreed deadlines.
- Excellent customer service and interpersonal skills and the ability to work collaboratively, build good relationships with wide range of stakeholders
- Proficient in using a range of Microsoft Office suite, including Word, Excel, Outlook, and PowerPoint, working knowledge of G Suite would be beneficial
- Reliable and enthusiastic with proven ability to work in a team environment
- A motivated and proactive attitude with ability to be flexible and adaptable in the face of changing organizational priorities and ambiguous environment
- Experience in dealing with confidential information in a diplomatic style
- Excellent communication skills, both verbal and written - fluency in English & Polish
- Active driving license B

WHERE YOUR EXPERTISE IS NEEDED

- Day-to-day administrative support, including overseeing the circulation of incoming and outgoing correspondence, recording bills and invoices, organizing, copying, scanning and archiving documents
- Organizing internal/external meetings, organizing company events, booking travel, hotels and couriers, maintaining and uploading content to the department's intranet,
- Establish, maintain, and develop as appropriate efficient office and administration systems and processes, to ensure the smooth and effective running of the office at all times
- Preparation of reports, presentations, and other internal documents
- Contributing to projects and activities as appropriate for the team e.g. project co-ordination, research, presentation and communication support and day-to-day operational activities
- You act as a central point of contact for and on behalf of your team and are always up-to-date on processes and company initiatives.

PERKS AT WORK

- A motivated and multinational team of experts to inspire and support you. There's no time for boredom at Zalando
- Great IT equipment, flexible working times & attractive benefit system. How about 40% discount on our online shop, employee share shop, free beverages and fruits, parties, and team events to name just a few
- A corporate culture where your skills are judged only by your results-our motto: every day is casual Friday
-

We celebrate diversity and are committed to building teams that represent a variety of backgrounds, perspectives and skills. All employment is decided on the basis of qualifications, merit and business need.

ABOUT ZALANDO LOUNGE

Zalando Lounge is an online shopping club for fashion and lifestyle products in 13 countries. We offer our members daily, time-limited sale campaigns with discounts of up to 75% off the recommended retail price. However, Zalando Lounge is so much more than discounts. Our strength lies in our focus on fashion: from sought-after labels to niche brands - we make sure to meet the fashion taste of all our customers. Working with our brand partners, we pioneer innovative supply-chain and production processes, and offer them an impactful and smart solution, creating a new way to shop for fashion - and a new way to sell it.

If this position sounds like a good match to you and you are interested to enter our recruiting process, please submit your application today!

Please note that all applications must be completed in English, using the online form - we do not accept applications via e-mail.

Prosimy o dopisanie następującej klauzuli: Wyrażam zgodę na przetwarzanie moich danych osobowych przez Zalando Lounge Logistics Polska sp. z o.o. dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z Ustawą z dnia 29.08.1997 roku o Ochronie Danych Osobowych; tekst jednolity: Dz. U. 2016 r. poz. 922)

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Offer valid until 31.10.2021