

Poslovni engleski jezik I: Studenti koji nisu predali **radni zadatak: *Letter of Application i CV*** dužni su isti izvršiti i predati predmetnom nastavniku do **30. siječnja 2018.** kako bi ostvarili pravo na potpis u indeks.

RZ: position: Full-time Secretary

Responsibilities: provide administrative support to the President and office manager, assist in projects, maintain files, data management, schedule appointments, prepare letters and documents

Requirements: experience with Windows, and familiar with programmes: .Microsoft Word, Gmail, Google calendar, Google Drive, Quickbooks; organisational skills; excellent communication skills; ability to manage multiple tasks,; information management; attention to detail