

Wyższa Szkoła Ekonomiczna w Białymstoku
Biuro Karier
(nr oferty pracy 2/26)





**Educate and Empower
Underprivileged Children**

Become a Volunteer Today!

Office Assistant

Role description:

We are seeking a motivated person to join our team for a part-time job (1/2) and play a vital role in ensuring the efficient operation of our office environment. As an Office Assistant, you will be responsible for various administrative tasks.

Ideal candidates will possess strong organizational and multitasking skills, coupled with excellent communication and interpersonal abilities.

A familiarity with Microsoft Office and basic office software is highly desirable, and while previous experience is a plus, we welcome entry-level applicants eager to grow in the field. Join us and help maintain a productive workspace where teamwork and efficiency thrive!

[R Systems. We speak Digital](#)

Office administration

- Managing office administration tasks
- Administrating and ordering all office supplies and equipment
- Managing correspondence and shipments
- Managing company documentation repository and archives
- Monitoring performance of the cleaning service, office maintenance and security services,
 - Taking general care of tidiness and order in the office,
 - Liaising with the landlord regarding day-to-day office administration and maintenance
 - Supporting upper management in the organization of local events and actions addressed to company clients
- Supporting local events and HR BP team
- Supporting company ISO policy in administration and finance area relevant to this role
- Help with local HR and CSR events, including getting quotes, contacting suppliers, making orders, and handling logistics
- Support daily office tasks and help coordinate internal activities

About you:

- Experience working in a similar role to Office administrator is a plus
- Very good knowledge of Polish and Advanced English
- Strong sense of ownership
- Excellent communication and interpersonal abilities
- Very well organized with a proactive approach
- Eagerness to learn
- Accurate and precise with a good eye for details
- Ability to use MS Office software (Word, Excel, Outlook)

If you're interested in this role, please apply by sending your CV to the following email address:

magdalena.bodnar@rsystems.com