



ABOUT US

We are a successful, fast-growing Studio Moderna group, present in 21 countries in Central and Eastern Europe who employs over 7,000 professionals. We attribute our success to a motivated international team, with rich experience and bold plans for the future. We have a clear vision and we participate in an atmosphere of positive energy, trustfulness and responsibility for results.

IF YOU:

- ARE A CAREER BEGINNER WHO WANTS TO BUILD A CAREER IN A DYNAMIC AND INTERNATIONAL ENVIRONMENT AND LEARN FROM THE BEST?
- ARE YOU RECOGNIZED FOR YOUR RELIABILITY, ORGANIZATIONAL SKILLS AND ACCURACY?

We invite you to join us
in the international
legal department as
administrative support
(m/f)
(student employment)

TOP SHOP

DORMEO

DELLMANO

WALKMAXX

ROVUS

WELLNEO

KOSMODISK

PINK
PANDA

Mango

Required skills and experiences:

- senior student;
- good knowledge of MS Office tools (Word, Excel, PowerPoint);
- experience in the administrative field of work is desired (not a condition);
- good organizational skills and ability to prioritize tasks;
- fluency in English (oral and written);
- accuracy and reliability;
- friendly, clear and efficient communication skills;
- ability to work in a team or independently;
- conscientiousness and responsibility towards work and co-workers;
- self-initiative, flexibility and diligence.

Place of work:

- Ljubljana

Key responsibilities:

- support with enforcement of rights in the field of Intellectual Property;
- maintenance of archive;
- support with supervising of the archiving of documents at the Group level;
- communication with companies at the Group level;
- support with process digitalization;
- preparing different reports and evidence;
- administrative support to various processes.

What we offer:

- Work in a young team;
- possibility to work in a hybrid work environment;
- gross hourly rate 6,17 EUR.

How to apply:

If you see yourself as a suitable candidate, send your CV and motivation letter in Slovene and English to the following e-mail address: recruitment@studio-moderna.com with the note **Administration Assistant in the Legal Department** (student work) (and your name and surname) no later than **14. 2. 2022**. Candidates will be notified by e-mail of the completion of the selection process.

STUDIO
MODERNA