

For some companies breakthrough technology fuels their growth. For others, it is enhancing customer loyalty or successful entry into emerging global markets. But for all companies, the one priority that stands at the very top is talent. With it, everything is possible. Without it you can count on one failed business strategy after another.



Since 1970, Development Dimensions International (DDI) has been helping hundreds of corporations around the world close the gap—between where their business needs to go and the talent they must have to take them there—in good times and tough times. We know how to do it – join us and become a part of it!



DEVELOPMENT DIMENSIONS INTERNATIONAL POLSKA
HR industry leader in Talent Management solutions is looking for:

ADMINISTRATIVE ASSISTANT

Workplace: Poznan
A 03/2014

Key accountabilities include:

- Provide administrative support to European Client Service Team
- On-line tools administration
- Scheduling internal/external for project tasks
- Project and office support as needed
- Participate as a member of the administrative team to identify & solve problems, and search for ways to improve services/processes

Relevant qualifications and skills:

- Prior administrative experience
- Prior experience with on-line tools
- Fluent Polish and English required
- French or/and German will be an advantage
- Proficiency in Microsoft Office including Word, PowerPoint, Excel, Outlook
- Solid communication skills
- Ability to effectively handle multiple tasks/priorities independently
- Ability to work in a fast paced, international environment
- Strong client service orientation

We offer:

- Full time contract
- Appropriate training
- Private medical care

If you are interested in this position, please send us your application (CV and cover letter in English) with the reference number in the topic (A 03/2014) on rekutacja@ddiworld.com until the 31st of March. More information on www.ddiworld.com.

Please include the following clause in your application: „I hereby give consent for my personal data included in my offer to be processed by DDI Polska Sp. z o. o. for the purposes of recruitment process, in accordance with the Personal Data Protection Act dated 29.08.1997 (uniform text: Journal of Laws of the Republic of Poland 2002 No 101, item 926 with further amendments).”



DDI Named to Top 20 Leadership Training Companies