



POWERED BY INTELLECT  
DRIVEN BY VALUES

Infosys' Business Process Outsourcing (BPO) services combine domain expertise, process skills and technology to deliver world-class process outsourcing.

Infosys BPO is an end-to-end outsourcing services provider. We address your business challenges through our integrated IT and business process outsourcing solutions. We unlock business value by applying proven process methodologies and business excellence frameworks to significantly reduce costs, enhance effectiveness and optimize business processes.

**Currently we are looking for:**

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## Position: Management Team Assistant

**Location: Łódź**

**Reference number: MTA/01/L**

### Responsibilities:

- Maintaining the calendar and coordination of meetings of Managers (meetings planning for the whole year, organizing meetings, making appointments with external guests and employees)
- Organizing business trips - hotels reservations, booking flight tickets, transport arrangements
- Preparing meetings, making reservation of the conference rooms, sending invitations etc
- Sending mail on behalf of the Management members after their request
- Service for the guests (hotels, transport, lunches etc.)
- Purchase of goods and services for Management needs (including describing of invoices)
- Preparing reports, presentations

### Requirements:

- Master Degree
- Fluent **English**
- Fluent **other European language** would be an advantage
- Minimum 3-5 years of professional experience on similar position; experience in working for Senior Managers is required
- Very good knowledge of Windows and tools for administrative work
- Ability to prepare reports and documentation of various kinds
- Ability of professional and skillful customer service
- Very good work organization, accuracy
- Ability to work independently and make decisions
- High interpersonal and communication skills, professionalism in action
- Ability to work under time pressure

### We offer to the candidates:

- Work in a multicultural and dynamic environment
- Well-defined development paths and training policy
- Great possibility to develop professional career in a global and fast developing company
- Social benefits

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**If you are interested in this position, please send your CV together with reference number to [ewelina\\_gorska@infosys.com](mailto:ewelina_gorska@infosys.com).**