



## **Central Eastern European Gas Exchange Company Limited by Shares**

is looking for a colleague for the position

### **PROFESSIONAL ASSISTANT TO CEO (Szakmai titkár)**

#### **Tasks:**

- Support the preparation of the CEO, create decision making materials, reports based on the inputs of team leaders and experts
- Coordination of tasks, support team leaders
- Create materials (analysis, contracts, summaries, preparations) based on internal requests
- Keeping contact with other stakeholders in the natural gas industry
- Comprehensive organizing tasks including internal organizational tasks
- Occasionally fulfill tasks delegated by the team leader and substitution in case of appointment
- Create and edit publications

#### **Expectations:**

- BSc or MSc in economics or engineering
- User-level IT knowledge (MS Office, mainly Powerpoint)
- Fluent in English (written and oral)
- At least 3 years of work experience

#### **Skills:**

- Precision and accuracy in work
- Team player
- Motivated and keen to continuously improve
- Good communication skills and flexibility

#### **Advantage:**

- Energy market experience

#### **We offer:**

- Challenges and diversity in tasks with proper responsibilities
- Opportunity to professionally improve
- Competitive salary and cafeteria
- Dynamic and young organization
- Innovative and modern environment with a creative team
- Downtown area

#### **Place of work:**

- Budapest, District XIII.

#### **Other information:**

- Full-time employment type



**Start:**

➤➤ Immediate

**Application:**

If you are interested please send your English CV and motivational letter with an expected salary to [karrier@ceegex.hu](mailto:karrier@ceegex.hu) e-mail address.