

## ADMINISTRATION AND MARKETING ASSISTANT OFFICE MANAGEMENT SUPPORT

Part time / 20 hours per week (potentially full-time job)

### COMPANY

For 20 years, Modesta Real Estate has been providing support in all matters concerning commercial real estate - both on a national and international level. Our focus is clear: customer-oriented solutions that lead to profits in a targeted and integrated manner.

From our two locations in Vienna and Bratislava, we offer a wide range of services:

- » Office, industrial and logistics real estate
- » Corporate Real Estate Services (CRES)
- » Investment

### YOUR PROFILE

- » Excellent written and spoken English
- » Very good MS office skills
- » Social media affinity
- » Experience in website management and administration
- » Office Management support
- » Support in communication with landlords of the office buildings and initial contact with clients
- » Accurate, independent and structured approach to work
- » Strong interest in commercial real estate
- » Loyalty to the company and interest in long-term employment

### WE OFFER

- » Employment on freelance basis
- » Interesting and varied tasks in the real estate sector
- » High level of self-responsibility
- » 10.00 €/hour gross with the possibility of higher pay in case of corresponding qualification and experience

**Entry date:** immediately

If you are interested, please send your application (cover letter, CV with photo, references) via e-mail to Lucia Agrikolová [agrikolova@modestagroup.com](mailto:agrikolova@modestagroup.com) or via post to the following address:  
Modesta Real Estate Lucia Agrikolová

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