



## Administrative assistant

We are the world's leading chemical company because we offer intelligent solutions for our customers and for a sustainable future. We link and develop people with diverse talents all over the world. For you, this means a variety of ways to advance. Not only your performance but also your personality matter to us. At BASF, careers develop from opportunities.



### LOCATION

Prague, Czech Republic



### COMPANY

BASF spol. s r.o.  
Sokolovská 668/136 D  
186 00 Praha



### WORKING AREA

Administration



### CONTRACT TYPE

Full-time limited term contract ,  
maternity leave replacement

### RESPONSIBILITIES

- Manage calendar for Heads of Crop Protection CZ and SK and Managing Director. Support in email management
- Support Heads of Crop Protection CZ and SK and Managing Director in travel arrangements and travel expenses
- Manage daily workflow in the framework of BASF business rules and guidelines; Organization of all duties in the "front desk". Ensure that the "front desk" is always covered and answered (present at the front desk if necessary) during core working hours incl. lunch breaks; follow-up postal box, etc. Ordering office supplies
- Proactively maintain and update intranet pages via standard IT content management system
- Manage standard business processes via supported IT systems (order office equipment, create purchase requisitions, support other processes if needed)
- Support Heads of Crop Protection CZ and SK and Managing Director in preparing and translating presentations as required.

### BENEFITS

- Exciting opportunity to shape the future of our business and you professional and personal skills
- Multiple company benefits such as flexible working time model, meal vouchers

### ABOUT US

**At BASF, the chemistry is right.** Because we are counting on innovative solutions, on sustainable actions, and on connected thinking. And on you. Become a part of our formula for success and develop the future with us - in a global team that embraces diversity and equal opportunities irrespective of gender, age, origin, sexual orientation, disability or belief.

**Together we can accomplish everything. Through the power of connected minds.**

We are looking forward to your online application at [jan.dolezal@basf.com](mailto:jan.dolezal@basf.com).

We are happy to answer your questions: Email [jan.dolezal@basf.com](mailto:jan.dolezal@basf.com) | Tel +420 235 000 173

Internal