

Career Angels is an international boutique career advisory. We support professionals in their career changes. We prepare their CVs and motivation letters. We get them ready for job interviews. We started out in Poland in 2010 and have grown to include Consultants that cover all Europe. That's why we are looking for an

Assistant
which we would call **"Mini Angel"**

What will you learn:

- time, work and **project management**
- **market research**
- how to prepare a **winning CV and application documents**
- how to prepare your online presence in order to **get noticed**
- how to successfully present yourself during **job interviews** and the entire **recruitment process**
- **working in an international environment**
- how to **build relationships** with clients and business savoir vivre
- **effective** work and communication
- how to use **open source tools efficiently**

What we offer:

- flexible working hours (ca. 20 hrs per week)
- the opportunity to work with an experienced and multinational team
- trainings
- a laptop for the time of our cooperation
- after a 6-month training period: hourly rate at PLN 14.8 gross

If you are:

- a student in your 1st, 2nd or 3rd year of your Bachelor studies
- a person who **speaks English fluently**
- methodical & self-disciplined
- a proactive perfectionist
- willing to learn a lot (!)

Candidates with a fluency in German, Russian, Spanish, Portuguese, French, German, Ukrainian, Romanian, Hungarian will be preferred.

We are waiting for your application in English at Maria.Bozek@CareerAngels.eu

Please add the following clause:

„Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z Ustawą z dnia 29.08.1997 roku o Ochronie Danych Osobowych; tekst jednolity: Dz. U. z 2002r. Nr 101, poz. 926 ze zm.).”

Only candidates chosen for interviews will be contacted.

KAROLINA

23 | MINIANGEL

I do believe that working for Career Angels was one of the best things that happened to me. Flexible working hours, many opportunities for personal development and an extremely helpful team, that's what makes this job unique. I have learnt how to be more effective and I love that I can work in 3 languages on a daily basis.

IZABELA

21 | MINIANGEL

The first few months as a Mini Angel were very intensive as I was trained and had to learn many, many, many new things. Although it was a bit overwhelming, I do not regret it because it helped me develop skills that are useful at both university and my private life. I enjoy the friendly atmosphere: I am never left alone – there is always somebody eager to help me.

MARIA

22 | MINIANGEL

The phrase "You don't know what you don't know" was very true in my case, especially during the first six months of my training period. I have learnt to be very well organized, how to work remotely. I really appreciate working with my colleagues across the globe.

JOANNA

19 | MINIANGEL

In the last year I've had the opportunity to improve my German and English skills, learn more about marketing and discover my areas of interest for when I finish university. I appreciate the flexible working hours, trust and support. The most difficult thing for me so far was becoming a really proficient "laptop user". It was worth it!