

MAGDALENA

23 | MINIANGEL

At first, it was hard for me to believe that team work is possible via the Internet, but now I know it can be done efficiently. What I like most about my work? I have flexible working hours which is useful as I attend university full time. I love that I can develop.

IZABELA

23 | 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

23 | 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.

DARIA

22 | 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!

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 Russian, German and Spanish speaking countries. That's why we are looking for an

Assistant

which we would call **“Mini Angel”**

What will you do:

- translate application documents or other external communication
- conduct research for our internal or our clients' needs
- participate in internal projects (e-book, website, materials, blog posts, etc.)
- prepare documents for clients
- preparing reports on our clients' Internet presence and Cvs
- support our Career Angels professionally

What we offer:

- flexible working hours (about 20-hour a week)
- work from home
- the opportunity to work with an experienced and multinational team
- a chance to develop new skills (e.g. document formatting, interview skills, market knowledge)
- trainings
- a laptop for the time of our cooperation

If you are:

- a full or part-time student (BA preferred)
- able to easily put two and two together & you think logically
- methodical & self-disciplined
- a perfectionist
- proactive
- willing to learn a lot (!) and are not discouraged by the learning curve
- interested in HR-related issues
- self-reliant & you have a sense of responsibility

We are looking for the following language combinations:

- **fluent English + fluent German (and by fluent, we mean really fluent)**
- candidates with a fluency in Polish, Russian, 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.