



**VIG Re, the reinsurance company of Vienna Insurance Group**, is a dynamic company with international operations mainly in Central Europe. We are looking for a new team member who will accompany us to the next step in our strategic growth.

We work hard, but we also like to have fun. Our company culture is quite exceptional for the Czech insurance market; please check out our website [www.vig-re.com](http://www.vig-re.com) for more information about us.

## Front Desk Officer

The role of the VIG Re Front Desk officer is to ensure the reception duties and partially provide support in HR and Financial Accounting areas and to ensure efficient interaction with our colleagues in Prague, Frankfurt and Paris.

### Your Tasks

- Reception duties (as a member of a small team)
- Office supply management
- Provide administrative and organizational support to HR Business Partner and clerical support to Financial Accounting specialist
- Business trip processing for management and employees of foreigner branches
- Arrangement of catering for VIG Re events and meetings

### Our Expectation

- Education preferably in economics, general administration and accounting
- General MS Office knowledge
- Works independently with limited supervision
- Czech language and English language (min. B2), German or French is a big advantage
- Excellent communication skills
- Customer service orientation
- Proactive and supportive approach

### We Offer

- Opportunity for professional development in one of the leading insurance groups in Central Europe
- Interesting work in an international environment
- Wide range of benefits (Bonuses, cafeteria benefit system, meal allowances, an extra week of vacation, flexible days, language courses, life & pension insurance, weekly yoga class and more)
- Working hours based on team agreement
- Workplace in the heart of Prague
- Friendly team atmosphere

### Contact:

VIG RE zajišťovna, a.s.  
[career@vig-re.com](mailto:career@vig-re.com)

**Send us your CV and motivation letter in English.**

We look forward to meeting you!

You can find information about the way we process your personal data at our website at the following [link](#).