

About Oliver Wyman

Oliver Wyman is a global leader in management consulting. With offices in 50+ cities across 26 countries, Oliver Wyman combines deep industry knowledge with specialized expertise in strategy, operations, risk management, and organization transformation. Our 4100+ professionals help clients optimize their business, improve their operations and risk profile, and accelerate their organizational performance to seize the most attractive opportunities. Oliver Wyman's thought leadership is evident in our agenda-setting books, white papers, research reports, and articles in the business press. Our clients are the CEOs and executive teams of the top Global 1000 companies. Please visit our website for more details www.oliverwyman.com

Job specification

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| Job title: | GERMAN AND ENGLISH LANGUAGE SPEAKERS |
| Department: | Administrative Assistants |
| Office/region: | Warsaw |

Job overview

At this position you will provide remote executive level administrative support to Principals. You will be responsible for travel arrangements, expense reports and the scheduling of meetings.

What we expect

- **Impeccable written and oral English and German language skills (C2 level)**
- **Proficiency in Microsoft Office**
- Strong service focus
- Excellent verbal and written communication skills and able to deal with people at all levels across a multicultural environment
- Ability to maintain and respect confidentiality
- Flexible attitude, hard-working and results driven, team player

What we offer

- Competitive salary
- Stimulating, international environment
- Opportunity for professional growth and access to mentors and trainings
- Corporate culture that supports work-life balance
- Opportunity to engage in Oliver Wyman Employee Resources Groups and CSR activities
- Charity/volunteering day
- Fresh fruits, beverages and snacks
- Cyclists'/bikers' amenities
- Cafeteria benefits i.e. private healthcare, sport card, lunch card, life insurance, savings plan, holiday allowance
- Company events
- Friendly and flexible workplace

Your documents

Please send us your CV in English to:

WarsawRecruiting@oliverwyman.com

Don't forget to tell us the earliest possible starting date and salary expectations.

Oliver Wyman is an equal opportunity employer and a wholly owned subsidiary of Marsh & McLennan Companies. To learn more, please follow us on Facebook, LinkedIn or Twitter: @OliverWyman. www.oliverwyman.com/careers



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