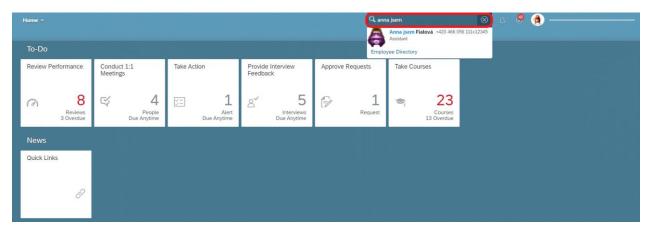
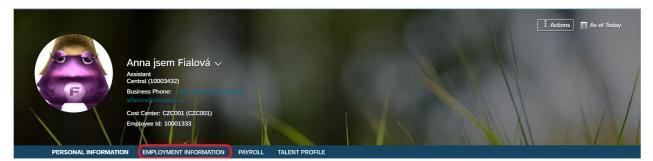
Job Description in myFOX



On your homepage in myFOX write the name of your colleague in searching window.

Then click on "Employment information":



Scroll down to "Job Description".

PERSONAL INFORMATION EMPLO					
ployment Details	Employment Details				
	Hire Date Oct 0	17, 2018	Start Date for Benefits	Jul 01, 2019	
	Time in Company by 2/0/2 Contract (Years/Months/Days)	4	Time in Company for Benefits (Years/Months/Days)	1/4/1	
	First Date Worked Oct 0	17, 2018	First Register to the System	Jul 01, 2019	
ganizational Information	Position Information	° ©			
rganizational Information	Effective as of: Nov 21, 2019				
rganizational Information	Effective as of: Nov 21, 2019 ① Data Change pending approval	(Dec 1, 2019)	Position Entry Date	Oct 07, 2018	
rganizational Information	Effective as of: Nov 21, 2019 ① Data Change pending approval Position Title Assis		Position Entry Date	Oct 07, 2018	
rganizational Information	Effective as of: Nov 21, 2019 ① Data Change pending approval Position Title Assis	(Dec 1, 2019) tant (31001441) ars 0 Months 24 Days	Position Entry Date	Oct 07, 2018	
organizational Information	Effective as of: Nov 21, 2019 ① Data Change pending approval Position Title Assis Time In Position 2 Yea Organization Informatio	(Dec 1, 2019) tant (31001441) ars 0 Months 24 Days	Position Entry Date	Oct 07, 2018 Central Admin (10004339)	
Organizational Information	Effective as of: Nov 21, 2019 ① Data Change pending approval Position Title Assis Time In Position 2 Yea Organization Informatio Company FOXC	(Dec 1, 2019) tant (31001441) irs 0 Months 24 Days N			

In the field "Job Description" click on profession, which is blue coloured.

PERSONAL INFORMATION	EMPLOYMENT INFORMATION PAYROLL TALENT PROFIL	
	Tomáš Marný Superior	Number of term con- tracts
		Show More
Job Description	Job Description Job Code Assistant (21000140	Assistant (21000140)
Job Relationships	Job Relationships Effective as of: Nov 22, 2019 Evzen Parták HR Business Partner	

You will see detailed job description with fields Skills and Education.

If you want to print this description, click on ,,Print" button.

View Job P	rofile	Print
	Assistant (21000140) Role: Assistant (21000140)	
Ensi	ort Description uring administration agenda of assigned departments, providing administrative support anagers and employees of assigned departments	
	ng Description Ensuring a completing administrative agenda at the relevant departments, provides administrative support for managers and employee departments. Organization of meetings and events according to the requirements of managers or employees of the department. Organization of business trips, domestic and foreign (including transport, accommodation, insurance), postal clearance of business trips. Organization of corporate visits (including timetable, meals, accommodation, accesses, VIP cards) and care for corporate visits . Managing and closing employee attendance in the internal system. Preparation of various presentations, documents and reports as required. Processing of orders and orders (PO / PR) requirements in a system, ordering office supplies and services for a given department. Invoice processing in internal system, communication with suppliers. Inventory of the assets of the department, including, where appropriate, the administration and records of assets entrusted and expenses.	
:	Collaboration when processing the performance bills. If necessary and as instructed by the managers, providing new approaches (PC, e-mail) for new employees of the department or co-operation in the preparation of employee actions of the department. Responsibility for compliance of employer internal instructions and SER, OSH and EMS rules. According to the instructions of supervisors executing other activities within the job.	