

# Job Description in myFOX

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anna jsem

Anna jsem Fialová +420 466 056 111x12345  
Assistant  
Employee Directory

**To-Do**

Review Performance 8 Reviews 3 Overdue	Conduct 1:1 Meetings 4 People Due Anytime	Take Action 1 Alert Due Anytime	Provide Interview Feedback 5 Interviews Due Anytime	Approve Requests 1 Request	Take Courses 23 Courses 13 Overdue
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**News**

Quick Links

Then click on „Employment information“:

Actions As of Today

Anna jsem Fialová ▾  
Assistant  
Central (10003432)  
Business Phone: +420 466 056 111x12345  
afialova@zkowaka.cz  
Cost Center: CZC001 (CZC001)  
Employee Id: 10001333

PERSONAL INFORMATION **EMPLOYMENT INFORMATION** PAYROLL TALENT PROFILE

Scroll down to „Job Description“.

Anna jsem Fialová ▾ Assistant Actions As of Today

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Employment Details

Employment Details

Hire Date	Oct 07, 2018	Start Date for Benefits	Jul 01, 2019
Time in Company by Contract (Years/Months/Days)	2/0/24	Time in Company for Benefits (Years/Months/Days)	1/4/1
First Date Worked	Oct 07, 2018	First Register to the System	Jul 01, 2019

Position Information ✎ ⌚

Effective as of: Nov 21, 2019  
ⓘ Data Change pending approval (Dec 1, 2019)

Position Title	Assistant (31001441)	Position Entry Date	Oct 07, 2018
Time In Position	2 Years 0 Months 24 Days		

Organization Information

Company	FOXCONN CZ s.r.o. (10002875)	Department	Central Admin (10004339)
Business Unit	FOX Central (10003012)	Cost Center	CZC001 (CZC001)
Division	Central (10003432)	Personnel and Sub-area	Central/Administration With holidays (CZ00)

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

Anna jsem Fialová Assistant

PERSONAL INFORMATION EMPLOYMENT INFORMATION PAYROLL TALENT PROFILE

Tomáš Mamy Superior

Contract End Date -  
Number of term contracts -

Show More

Job Description

Job Description
Job Code Assistant (21000140) Assistant (21000140)

Job Relationships

Effective as of: Nov 22, 2019

Evžen Pařík  
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 Profile

Assistant (21000140)  
Role: Assistant (21000140)

**T** Short Description

Ensuring administration agenda of assigned departments, providing administrative support to managers and employees of assigned departments..

**T** Long 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.

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