



## Praca i kariera

**TESCO**

**Tesco Polska to lider nowoczesnego handlu.  
Chcesz być częścią naszego zespołu i razem  
z nami tworzyć przyjazne miejsce pracy?**

**Aktualnie poszukujemy kandydatów na stanowisko:**

## **COMMUNICATIONS COORDINATOR/ TRANSLATOR**

**Nr ref. AJ/06/2015/02 / Kraków**

### Twoje zadania

- Coordination and preparation of locally and centrally planned communication materials for stores
- Correction and validation of central communication materials in collaboration with a local team of specialists
- Ensuring translations of internal documents and other texts from Polish into English and vice versa
- Checking and proofreading of texts in Polish and English
- Participation in team activities and providing administrative support
- Preparation of reports, analysis and other documents published in official communication materials
- Coordination of all activities related to the company planned events and meetings designed for stores

### Wymagania

- High school degree at least, university degree is an advantage
- **Excellent knowledge of English, spoken & written (level of state language exam – TOEFL/CAE)**
- Excellent knowledge of Polish (grammar), spoken & written
- Knowledge of retail environment and retailing terminology is an advantage
- Proficiency knowledge of MS Office - Word, Excel and PowerPoint
- Strong organisational and presentation skills
- Sense of detail and precision, systematic thinking
- Excellent communication and verbal skills
- Ability to work well in teams and share information

### Oferujemy

- A dynamic and interesting job in an established and reliable company
- A wide variety of training opportunities and professional development programmes
- Opportunities for dynamic professional growth through interesting and challenging tasks
- An employment contract
- Free private health care with easy access to medical specialists
- A 10% discount on each shopping at Tesco for employees with at least one year's work experience as part of the Clubcard customer programme
- Additional benefits (Christmas vouchers, occasional vouchers, e.g. at the start of the school year, layettes for new-born babies)
- Persons with disabilities are welcome

**Twoje zgłoszenie dotrze do nas najszybciej jeśli wypełnisz  
formularz on-line na stronie [www.kariera.tesco.pl](http://www.kariera.tesco.pl)**

Termin nadsyłania podań upływa 2015-07-19