

## Job offer

We are Japanese company producing electrolyte for lithium-ion batteries for our European customers. Our team here in the Czech Republic consists of Czech as well as Japanese staff and we mainly use English to communicate but Japanese speakers are always welcome. We are small company but growing very fast and always searching for opportunities to improve. If you would like to help us and be part of our team, currently we are searching for candidates for below job position.

### IT Assistant

#### Main Responsibilities:

- Assistance to IT General manager
- Assistance to Device specialists (contact window of outsourcing company)
- Manage weekly Management Review according to procedures
- Execute/Control QMS activities, such as:  
Complaint handling, Change control, Supplier control, Internal and external audit, QMS Education, Nonconformity handling, Layout inspection, etc.
- Maintain QMS documents
- External communication with customers, external service providers, HQ
- Manage IT Device and software
- Manage IT Outsourcing company

#### Requirements:

- University education
- Fluent written and spoken English, communication level of Japanese
- Computer skills (MS Office)
- Responsible approach, flexibility, ability and will to learn new skills
- Workplace – Pardubice, Rybitví

#### Our offer:

- Work in nice and friendly environment of a small international company
- 25 days of holiday/year
- 3 company day off/year
- Meal vouchers 150 CZK / day
- Cafeteria Benefit 500 CZK / month
- Flexible working hours (core time 10:00 – 15:00)
- Gross salary 30.000-35.000 CZK variable up to the previous experience

In case you are interested in our offer please let us know and send your CV to [monika.vavrinova@cgcz.cz](mailto:monika.vavrinova@cgcz.cz)