



## Travel Assistant

Want to be a part of a dynamic **INTERNATIONAL TEAM** who challenges **THE GLOBE**?  
Are you passionate about **TRAVEL** and eager to explore **NEW LOCATIONS**?  
Are you a **“HUNTER”** who enjoys the chase of new accommodation and gets excited by **challenging world spots**?  
If you can answer YES to those 3 points – well then, it is your lucky day! 😊

We are an international technical service provider with over 250 technicians delivering services to industry and energy sectors around the world. Our DNA is half-Danish and half-Polish. Currently we are looking for a competent, well-organized employee who is interested in the organization of travels for our employees

### As a part of our team you will be responsible for:

- Organization of travel and accommodation for our Travelers around the world
- Optimization of expenses in the field of accommodation and transport for our Travelers
- Ensuring the quality of accommodation is according to our Travel policy and company standards
- Taking care of internal documents flow within travel department in travel expenses area, assisting with reports

### You are a perfect candidate if you:

- Are very good in English, spoken and written at least B2/Polish language is a must,
- Have an experience in organization of travel activities,
- Are ambitious and focused on self-development,
- Are open for new challenges and dynamic work environment,
- Have a service-oriented approach and excellent communication skills,
- Have an ability to work under time pressure,
- Have availability for maximum one weekend per month for remote work.

### We offer:

- Employment contract and stable work environment,
- Challenging job in an established, well run, of high standards company where your opinion matters,
- Private medical care for you and your family after 3 months of employment,
- Additional benefits co-financed by the company; e.g. Medcover Sport, group insurance, language courses
- Integration parties, professional training and courses financed by the company, and possibility to grow within organization with perspective for specialist position,
- Friendly atmosphere in a well-organized, ergonomic and pleasant office in the smartest building in Szczecin right next to Brama Portowa.



If you are interested in this position, please send us your application (CV in PDF file) in an email to [job@eryk.com](mailto:job@eryk.com) and mark it “Travel Assistant”. We reserve the right to contact only selected candidates.