

# PRACUJ VE „VELKÉM“



**v mezinárodní výrobní a obchodní společnosti  
GLENCCORE AGRICULTURE CZECH, S.R.O.**



## Junior position in HR

### Main tasks

- Support in identifying the company's personal needs
- Daily communication with management and employees
- Preparation of employment contracts, amendments, leaving documents
- Maintaining the personnel records of employees
- Organization and participation in interviews for vacancies
- Organization of training and development for employees
- Cooperation with external suppliers in HR agenda
- Cooperation in an implementation of new HR systems
- Reporting to top management

### Qualification requirements

- Diploma
- Knowledge of the Labour Code and related legislation
- PC user knowledge (MS Office)

- Communicativeness, able to deal with people
- Organizational and coordination skills, flexibility
- Proactive approach
- High ethical requirements

### What do we offer?

- Establishments in international multinational companies
- Interesting and independent work
- Business iPhone, business notebook
- A possibility of using the English language
- Training / Mentoring
- Friendly team
- Many employee's benefits (Multisport card, tickets soccer, basketball and hockey matches for you and your friends and family, yoga lessons)
- Please send your CV in CZ and EN to: [moje.kariera@glencore.com](mailto:moje.kariera@glencore.com)



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## Logistics & Trade Coordinator

### What will you do?

- Responsibility for execution of assigned contracts
- Organizing deliveries from and to clients
- Communication with 3rd party service providers (transporters, surveyors)
- Calculation of costs
- Administration of deliveries in internal systems
- Check of documentation compliance with commercial and legislative demands
- Checking of incoming invoices
- Planning and coordination of production,
- Preparation of weekly and monthly plans, calculating purchase/sale balance
- Preparation of reports and analysis

### What do we expect?

- University degree
- Fluent in English
- Active Microsoft Office user
- Independence, organizational and communication skills, analytical thinking

### What do we offer?

- Background in international company
- Diverse, interesting and independent work
- Business iPhone
- Business notebook
- Training
- Mentoring
- Friendly team
- Many employee's benefits
- Flexible working hours

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[www.glencoreagriculture.cz](http://www.glencoreagriculture.cz)

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## **Process engineer mechanic**

### **What will be your job?**

- Daily monitoring and evaluation of quality and yield reliability
- Improving and optimizing processes
- Finding causes and subsequently solving production problems
- Collaboration with other departments - purchasing, finance, business
- Active participation in projects

### **Who are we looking for?**

- A graduate of the Technical University (mechanical education advantage)
- Candidates wanting to discover new things and look for new ways of solving them
- English speaking with the ability to participate in meetings in English and communicate in writing (B2) a necessity
- Team player and initiator

### **What do we offer?**

- Background in international multinational companies
- Diverse, interesting and independent work
- Business iPhone
- Business notebook
- A possibility of using the English language
- Starting on agreement
- Training
- Mentoring
- Friendly team



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