



VIG Re, the reinsurance company of Vienna Insurance Group, is a young and dynamic company with international operations mainly in Central and Eastern Europe. We are looking for a new team member who will accompany us to the next step in our strategic growth.

We work hard, but we also like to have fun. Our company culture is quite exceptional for the Czech insurance market; please check out our website www.vig-re.com for more information about us.

Board Office Associate

You will ensure efficient communication and cooperation with our outsourcing partner in Czech Republic and abroad, support our newly opened branch in Germany and participate on the accounting closing, mainly in the area of cost management.

Your main Tasks

- Communication and coordination of outsourced activities – in the area of general accounting, treasury, IT, legal, HR, internal audit – with VIG sister companies
- Coordinating of ongoing administration and accounting affairs related to foreign branch and subsidiaries of the Company
- Supporting financial closings, mainly in the area of operational expenses for the Company and branch (estimated payables, deferred expenses, fixed assets, etc.) and fixed assets inventory

Our Expectation

- Education preferably in economics, general administration and accounting
- Basic knowledge of accounting
- Advanced MS Office knowledge
- Czech – native speaker or close to native speaker
- English – proficient communication skills ;
- German or French is an advantage
- Organizational skills and proactive approach
- Strong communicator
- Team player

We Offer

- Opportunity for professional development in one of the leading insurance groups in Central and Eastern Europe
- Attractive, performance oriented remuneration package
- An extensive package of benefits
- Flexible working hours
- Work in an international team
- Workplace in the heart of Prague

Contact:

VIG RE zajišťovna, a.s.

career@vig-re.com

Send us your curriculum vitae and motivation letter in English.

We look forward to meeting you!