



Enjoy what you do.

We are looking for a **Junior Office Assistant (f/m)**
(Warsaw)
ref. no. 1/Adm/2026

What we would expect:

- **On-site work in shifts: 8:00 a.m. – 4:00 p.m. / 12:00 p.m. – 8:00 p.m.**
- Excellent command of Polish and very good English languages, both written and spoken
- Previous experience in a similar role will be considered an asset
- Good knowledge of MS Office (in particular Outlook and Word) and use of office equipment
- Strong interpersonal and communication skills with the ability to work effectively within a team
- Well-developed organizational skills and a proactive approach to responsibilities
- Reliability, punctuality, accuracy, and attention to detail
- High level of professionalism, discretion, and a positive, service-oriented attitude

Your responsibilities:

- Supporting the organization of business meetings and coordinating conference room schedules
- Providing comprehensive administrative and executive support, including preparing and editing documents and entering data into internal systems
- Managing incoming and outgoing correspondence as well as courier deliveries
- Ensuring the proper circulation and archiving of documentation (both paper and electronic)
- Handling telephone communications, including call transfers and coordination of teleconferences
- Assisting with the organization of domestic and international meetings and business travel arrangements
- Supporting reception activities and maintaining close cooperation with all departments across the company
- Carrying out additional administrative duties as assigned by direct supervisors

What we offer:



Cafeteria benefit plan
(inc. sport card)



Working hours:
08:00-16:00 /
16:00 – 20:00



Comfortable working conditions



Have a voice
We listen to ideas



Location at Warsaw Financial Center



Professional structure, not corpo



Exposure to interesting projects



Clear career path



Development options in NGL companies



Private healthcare



Apply now: recruitment@nglservices.pl