



P S Y C H O
M E D I A

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Position: Receptionist / Trainee

Psycho-Media specialises in advanced film and television production, and media consulting (including dedicated training in media communication and crisis management).

Since 2010, we have been passionately realising the goals of our customers, including Siemens, Grupa PKP and GREMI Business Communication, one of the largest publishing houses in Poland.

Job description:

- Performing office work for the company
- Welcoming and attending to guests
- Research and documentation
- Cooperation with the film production division and training department
- Keeping records of film equipment (responsibility for equipment)

Requirements:

- Experience in a similar position would be appreciated
- Good communication skills and pleasant demeanour
- Category B driving licence
- Knowledge of English, spoken and written
- Systematic approach

We offer:

- An attractive salary
- An interesting job in a young and professional team
- A pleasant working atmosphere

Please email your cover letter and CV with a photo, and a clause agreeing to that Psycho-Media may use your personal data for recruitment purposes within the framework of data protection law, to: rekrutacja@psychomedia.pl, with „Receptionist” in the subject line. We reserve the right to contact selected candidates.