



## Job vacancy:

# TAX RETURN PREPARER/ADMINISTRATOR with German and English language

**Number of available position: 2**

### **General information:**

Location: **Czech Republic - Praha**

Form of employment: **full time**

Type of contract: **Permanent**

Net yearly salary (Euro): **26.000**

### **Job description:**

The TAX RETURN PREPARER/ADMINISTRATOR will be a part of a team consisting of young professionals and will be responsible for these areas of services:

- Administration and Preparation of tax returns - printing and data entry;
- Processing child benefits;
- Communication with foreign financial authorities / tax advisers;
- Obtaining additional documents from employers;
- Contact with the department for customers;
- Identifying new market opportunities

in a growing company, with an attractive working environment in a friendly team and the possibility of further professional growth, with appropriate financial reward, flexible working hours and good transport accessibility in Prague.

### **Requirements:**

- ✓ **General requirements:**
  - EU28 + Norway or Iceland citizenships
  - Residence in a EU28 country + Norway or Iceland (outside Czech Republic)
  - Between 18 and 35 years old
  - Registered on EUJOB5EU Platform with a complete CV in English
- ✓ **Language knowledge:**
  - German: Advanced (level min. C1)
  - English: Intermediate (level min. B2)
  - Another language (level min. B2) is an advantage.



- ✓ **Other specific requirements:**
- Education: high school economics (minimum);
  - Interest in tax/economic field;
  - Attempts to gain new knowledge;
  - Ability to work independently;
  - Ability to search for relevant information and to process it;
  - Communicative, careful and creative person.

**ISCO Profile requested:**

ISCO 1	12 - Administrative and commercial managers
ISCO 2	121 - Business services and administration managers
ISCO 3	1219 - Business services and administration managers not elsewhere classified

**Procedure to participate in the selection:**

**Deadline** to present your candidature: **30/04/2017**

To participate in the selection it is necessary to be **registered on EUJOB5EU Platform:**  
[www.yourfirsteuresjob.eu](http://www.yourfirsteuresjob.eu)

The CV inserted must be written in English and COMPLETED in all the fields.  
Once you are registered and you have COMPLETELY filled in your CV, please send an **email to**  
[pjandal@dendax.com](mailto:pjandal@dendax.com) and to [eures\\_fvg@regione.fvg.it](mailto:eures_fvg@regione.fvg.it),  
indicating **"TAX RETURN PERPARER/ADMINISTRATOR WITH GERMAN AND ENGLISH LANGUAGE – Czech Republic"** in the object.  
Only candidates registered, with a complete CV and responding to the requirements will be contacted for the selection.

To participate in the selection it is necessary to be **registered on EUJOB4EU Platform:**  
[www.yourfirsteuresjob.eu/eujob4eu](http://www.yourfirsteuresjob.eu/eujob4eu)

The CV inserted must be written in English and COMPLETED in all the fields.