

Who are we?

Petyovský & Partners, founded in 2015, is the only dedicated immigration law firm in the Czech Republic. We are a group of young, committed, problem solving people with a friendly and easy-going nature, dealing with immigration & relocation issues for corporate and individual clients in Czech Republic and worldwide.

From our offices in Prague and Brno and in the field, we cover all aspects of international economic migration, including visa, relocation, and administration matters, thanks to our deep understanding of immigration law, our clients' needs and individualized approach.

Who are we looking for?

We are currently seeking for a part-time Immigration and Relocation Assistant to join our team located in our Prague office for 20-30 hours/week.

What do we need from you?

- Bachelor's degree or second-degree university student
- Very good knowledge of both written and spoken English and Czech
- Customer satisfaction approach
- Excellent communication skills and interest in further self-development
- Curious and problem-solving attitude
- Experience in a similar position is an advantage but not a must

What will be your daily bread and butter?

- Advisory to clients in the application process for work/residency permits/visas and related issues
- Communication with relevant Czech Immigration authorities
- Client communication and assistance in meetings with Czech Immigration authorities
- Relocation support to clients

What can we offer you?

- The opportunity to work for a fast-growing consulting company within a young, talented team in a friendly work environment
- Flexible working hours
- Activities contributing to your professional growth and development
- Competitive remuneration
- Notebook and mobile phone with unlimited plan, free refreshments
- Fun team buildings on a regular basis

If you think you are the perfect fit to be a part of our awesome team, do not hesitate to reach out at jana.benediktiova@ppce.cz.

We will be looking forward to meeting you!