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Internship - Facilities intern

The Red Hat Facilities Operations team is looking for an intern to join us in Brno, Czech Republic. In this role, you will work closely with the receptionist and act as a backup for the reception desk. You will respond to incoming calls and emails and organize mail coming in and out of the office. You'll also take care of visitors, help with their registration, and the provision of temporary badges. We'll need you to participate in arranging site events like We Are Red Hat Week and World Environment Day.

Responsibilities:

- Act as the first point of contact for visitors and customers; provide them with any needed information
- Check offices and meeting rooms equipment on a daily basis to ensure proper functioning and safety
- Arrange catering and other office services and suppliers; participate in organization of daily operations and special site events
- Assist with global or local benefit programs, office health and safety initiatives, and security policies
- Handle associate requests and issues

Requirements:

- Ability to assist visiting clients and maintain superior customer service
- Excellent Czech and English verbal and written communication skills
- Positive approach and the ability to maintain a professional appearance at all times
- Ability to work on your own
- Knowledge of basic office computer applications like LibreOffice and email

Send your applications with enclosed CVs in English to Tereza Ticha at ticha@redhat.com. Please name email "Facilities intern".