4163 6768 Administrative assistant (m/f/d) - in the securities area - An attractive salary package|Quick entry opportunities via temporary employment  
  
company profile  
My client, one of the best-known German securities firms, is looking for an administrative assistant (m/f/d) as part of temporary employment for the Frankfurt location. Since my client is on a growth course, there are long-term opportunities.  
  
area of ​​responsibility  
  
- Creation and maintenance of business partners in the company's own program  
-Administrative support in day-to-day business  
-Support for document management  
-Maintenance of the internal database  
-Answering inquiries from employees and supplier(s)  
-Responsibility of the switchboard  
- Processing of incoming mail  
  
requirement profile  
  
- A completed apprenticeship in the commercial field or a comparable qualification  
-First experience in the assistance field is an advantage  
- Confident use of common MS Office tools  
- Business fluent knowledge of German and good basic knowledge of the English language  
-Detailed and orderly way of working  
  
Compensation Package  
  
-Regulated working hours  
-Quick entry opportunities via temporary employment  
-An attractive salary package  
-Diverse employee benefits Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:05.497000