8449 11054 Administrative staff (m/f/d) outpatient nursing service ADMINISTRATOR (M/F/D) OUTPATIENT CARE SERVICE  
  
Thuringia - 99734 Nordhausen, DE  
  
We, the K&S Group, have been active on the market in the areas of care and social affairs for 40 years. Our goal is to support people in need of care and to make their everyday life easier - whether as an inpatient in a retirement home or at home.  
  
In our outpatient care in Nordhausen, which has existed since 2010, a family working atmosphere is very important to us. We support each other and are there for each other - our employees and our customers benefit from this.  
  
Join our team as  
  
ADMINISTRATOR (F/M/D)  
  
Part Time. We look forward to seeing you!  
  
Good reasons to come to us...  
  
 \*  
health Management  
  
 \*  
Work-life balance  
  
 \*  
Capital-forming benefits Subsidy for old-age provision  
  
 \*  
Appreciative communication  
  
 \*  
Structured onboarding  
  
Your future tasks with us:  
  
 \* Monthly billing  
 \* You are the contact person for our patients, relatives, nursing care funds, etc.  
 \* Processing of incoming and outgoing mail  
  
What we expect from you:  
  
 \* Commercial training in healthcare or comparable qualification  
 \* Several years of professional experience in the commercial sector  
 \* Accounting experience desirable  
 \* Solid knowledge of MS Office applications, knowledge of the Cannyline program is desirable  
 \* Good verbal and written communication skills  
  
Apply now and become part of our team at K&S!  
  
Promotions for our employees  
  
APPLICATION ADDRESS  
  
K&S Outpatient Care Nordhausen  
Outlook 5  
99734 Nordhausen  
apply online now  
  
YOUR CONTACT PERSON  
  
Mrs Saskia Thomas  
Write an e-mail to the Nursing Manager  
  
OUR LOCATION  
  
K&S Outpatient Care Nordhausen  
  
Outlook 5  
99734 Nordhausen  
Germany Business clerk - health care None 2023-03-07 16:07:52.389000