3859 6464 All-rounder (m/f/d) reception and back office All-rounder (m/f/d) reception and back office  
  
in the public sector  
  
Everyone is different and together we are strong. We make sure that tasks and skills are well coordinated and that a suitable working environment offers the necessary framework for good performance. This is how interested people become satisfied new team members who want to stay. With us and with our customers.  
jobtimum for leasing | Mediation | Advice  
  
HERE YOU WILL WORK  
  
On behalf of our customer, an office in the field of public administration, we are looking for an all-rounder for the reception and for the back office in the public sector.  
  
THOSE ARE YOUR TASKS  
  
• As an all-rounder, you take on the organization of the reception, look after and entertain the business people and other visitors and accompany them to the appropriate premises  
• You will also look after the reception telephone and e-mail inbox for general inquiries and take care of forwarding and putting through to the appropriate contact person  
• You support the team in booking and coordinating the meeting rooms, ensure availability and organize the preparation and follow-up of meeting and event documents  
• You are also responsible for sending parcels and letters, accepting them and ensuring that they are distributed to the departments  
• Finally, you manage and control the filing, order office supplies and handle other administrative tasks across the team  
  
WITH THIS YOU CAN POINTS  
  
• You have successfully completed your training as an office management clerk or hotel manager, for example, and have already gained initial experience in a comparable field of activity  
• You routinely use the MS Office programs and you are also open to software-supported processes  
• As the first contact person in the house, you score points with your open-minded manner, your friendly charisma and your service mentality  
• In addition, you act prudently and reliably and have great organizational skills at all levels  
  
DOES NOT FIT?  
  
You would actually like to do something different, but also use your experience? Apply proactively. jobtimum offers your application more than just a chance.  
  
UNSOLICITED APPLICATION  
  
JOB DETAILS  
  
Job category:  
  
office management  
  
Workplace:  
  
Bremen  
  
Working hours:  
  
Full-time Part-time  
  
Employment:  
  
Permanent employment  
  
Compensation:  
  
Attractive remuneration  
  
YOUR ADDED VALUE  
  
▪ Equal pay from day 1  
  
▪ Good transport links  
  
▪ Applicant training  
  
▪ Training opportunities  
  
▪ Mobile working by arrangement  
  
WE ARE ON RECEIVING  
  
Our address is aimed at all members of society. Receptionist (hotel) None 2023-03-07 15:58:27.937000