6822 9427 Apprentice wanted for 2023! Your start as a personnel services clerk (m/f/d) Apply now to DIS AG Kassel for an apprenticeship as a personnel services clerk (m/f/d) for 2023 and start your professional future with us!  
  
Have you successfully completed school this year and would you like to get a taste of your apprenticeship today? Then seize the opportunity to get started with an internship with us now!  
This position is to be filled within the framework of direct placement / within the framework of permanent placement.  
  
Apprentice wanted for 2023! Your start as a personnel services clerk (m/f/d)  
  
Your tasks:  
 • Support throughout the recruiting process, e.g. B. Placement of job advertisements  
 • Creation of qualified applicant profiles  
 • Support in the planning and organization of employee assignments  
 • Contact person for our employees  
 • Preparation of contract documents  
 • Maintenance of our electronic applicant portal  
 • Support in looking after new customers and existing customers  
 • Office management such as receiving, processing mail and ordering office supplies  
  
Your qualifications:  
 • Secondary school leaving certificate, Abitur or further school leaving certificate or an apprenticeship that has already been completed  
 • Interest in the staffing industry and taking on responsibility  
 • Commitment and reliability  
 • Positive attitude and good communication skills  
 • Enjoys dealing with different people and enjoys working in a team  
 • Initial knowledge of MS Office would be an advantage  
  
With us, your career path becomes a personal Walk of Fame! Now click on "Apply directly". Personnel services clerk None 2023-03-07 16:04:32.856000