1375 3980 Assistant / Secretariat / Office Manager (m/f/d) for Ge Assistant / Secretariat / Office Manager (m/f/d) for the management  
  
  
  
  
Become part of the BOGE family!  
  
The family company BOGE employs around 800 people worldwide and is one of the leading manufacturers of compressors and compressed air system solutions. More than 100,000 users in over 120 countries have been relying on our intelligent engineering, advanced solutions and quality Made in Germany for more than 110 years. Our employees do their best every day to keep the promises that make BOGE air the air to work with.  
  
Support our management at the Bielefeld location as an assistant/secretariat/office manager (m/f/d) for the management.  
  
Are you enthusiastic about the following tasks?  
• Are you happy to support our two managing directors in carrying out their day-to-day tasks and assume responsibility for administrative activities?  
• Do you enjoy organizing, preparing and following up on meetings and events?  
• Do you see yourself as the first point of contact for our travel department and are you responsible for managing our travel notification tools?  
• They form the interface to our internal and external contacts. As an assistant, you will be responsible for all written and oral communication in this context.  
   
  
Are you our new colleague (m/f/d)?  
• You have successfully completed training, e.g. as an industrial clerk, office clerk or comparable commercial training.  
• Ideally, you have initial professional experience in a secretarial/assistant function.  
• You have a good knowledge of spoken and written English.  
• You have strong communication skills and organizational skills.  
• It is characterized by the ability to work in a team, an independent way of working and a friendly demeanor.  
   
  
What can you expect from us?  
• We are a BOGE family: together we work hand in hand to achieve our corporate goal of remaining an independent and economically successful family company in the future.  
• We are there for you: An induction plan individually tailored to you accompanies you as you get to know the BOGE family and your direct contacts.  
• We are proud: Our excellent family friendliness is reflected in our flexible and family-friendly working time models.  
• We are fair: With us you will find a secure job with a lot of creative freedom and good development opportunities.  
   
  
See you soon at BOGE!  
We look forward to receiving your informative application documents (please do not forget to state the earliest possible starting date and your salary expectations). Please use the electronic application option: https://karriere.boge.com.  
  
  
   
  
  
BOGE is a family-run company based in Bielefeld and combines dynamic growth with medium-sized virtues. We rely on long-term strategies and are a partner who can be contacted at any time by our customers. BOGE stands for intelligent engineering, innovative, progressive solutions and quality custom-made in Germany.  
  
The air to work  
  
 Our around 700 highly qualified employees do their best every day to ensure that BOGE air is available anytime and anywhere. A dense network of subsidiaries as well as service and sales partners helps us to achieve our most important goal: the satisfaction of our customers. Together we do everything we can to inspire our customers! And keeping our promise: BOGE air is the air to work with.  
  
Daniel Schmidtpeter  
HR recruiting  
  
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