2423 5028 Assistant - Human Resources (m/f/d) TIMEPARTNER - the way it works!  
As one of the top 5 personnel service providers in Germany, which also operates nationally, TIMEPARTNER offers much more than just planning security.  
Are you interested in changes and varied tasks? Then we have the right job for you!  
For our customer, based in Schwetzingen, we are looking for a management assistant (m/f/d) as soon as possible!  
Become part of TIMEPARTNER and apply today!  
  
Benefits we offer  
  
- A long-term employment relationship  
- Performance-based payment  
- Varied tasks in interesting areas and industries  
- Tariff wage according to iGZ-DGB tariff  
- Payment of holiday and Christmas bonuses  
- Free health check by our company medical center  
- Provision of work clothes  
- Personal care  
  
  
your area of ​​responsibility  
  
- Interface function between the management and external contacts  
- Support for the purchasing centers of our customers throughout Europe  
- Trade fair planning: Commissioning of various trade fair services in coordination with the stand builder and coordination of our own fitters for the construction of the prototype  
- Development of new product presentation variants  
- Introduction of new products to the market - in cooperation with the sales management and graphics  
- Development and ordering of give-aways  
- Communicating novelties both externally and internally  
- Planning and coordination of conversions of customer exhibitions  
- Making item listings of customers  
- Writing reports and creating advertisements for trade magazines or local newspapers  
- Planning and coordination of product training  
  
  
your qualifications  
  
- Successfully completed commercial training or a business-related degree  
- Very good knowledge of spoken and written German and English  
- Communication and organizational skills  
- Self-initiative as well as structured and goal-oriented work  
- Very good MS Office skills  
- Motivation, resilience, assertiveness and willingness to travel  
- Creative flair  
- Technical understanding desirable  
  
  
Contact  
Does that sound like a “perfect match”? Just give us a call or apply online now.  
TimePartner Personalmanagement GmbHErzbergerstrasse 1968165 Mannheim  
[placeholder-contact-salutation]Hülya Omurca+49 621 178268-0 application.mannheim@timepartner.com  
We look forward to receiving your application and working together!  
Take your chance at TIMEPARTNER!  
  
About TIME PARTNER  
TIMEPARTNER is one of the top 5 personnel service providers in Germany. We are looking for regionally and nationally committed and motivated employees for assignments at well-known companies. We offer interesting jobs, attractive pay, competent advice and are always available to answer any questions. Assistant - Human Resources None 2023-03-07 15:55:31.005000