2736 5341 Assistant - Office m/f/d About the job  
  
For a large German housing association, we are now looking for you as an assistant - office (m/f/d)!  
  
This is a full-time position with 39 hours/week. Look forward to a personal and professional challenge, an open-minded team, regular  
  
Training opportunities within the company and much more.  
  
We look forward to receiving your application at bewerbung@aventa-berlin.de!  
  
requirement profile  
  
- Successfully completed commercial vocational training  
- Extended specialist knowledge as an assistant - office (m/f/d)  
- Fluent written and spoken German  
- Solid knowledge of MS Office programs  
- sense of responsibility  
  
area of ​​responsibility  
  
- Organization of all office procedures and processes  
- Processing of incoming and outgoing business correspondence  
- Preparation and follow-up of meetings and meetings as well as participation in them including logging activities  
- Travel management and travel expense accounting  
- documentation activities  
  
We offer  
  
- Thanks to individual advice, the area, the working environment and the offers that suit you  
- Entry into your or promotion or change in your (dream) job as an assistant - office (m/f/d)  
- A regular employment contract, secure wages according to collective agreements and lots of strong additional benefits  
- You can find out more about the advantages and special features on our homepage - and in a personal conversation  
  
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About Us  
  
We find jobs for people and people for jobs. As a traditional and modern family business, we have been in Berlin since 2004 and offer individually tailored solutions in the field of personnel services. Here we have specialized in the temporary employment and personnel placement as well as the certified job placement of specialists and managers from the commercial sector.  
  
What drives us?  
  
Openness, courage and creative drive. We are always on the move, preserve our values ​​and influence the regional labor market as active shapers of the future. The result is just good work.  
  
Welcome!  
  
Have we piqued your interest?  
  
Then we look forward to receiving your comprehensive application including current certificates. This job as an office assistant (m/f/d) is right for you if you are also interested in a commercial assistant (m/f/d), office assistant (m/f/d) or management assistant/ Management assistant (m/f/d) interested.  
  
In your application, please be sure to state the reference number 6124 as well as your salary expectations and the earliest possible starting date.  
  
Please do not bother to apply for several positions that interest you. We are familiar with all our vacancies and offers and therefore always check your documents for suitability with regard to all possible possible applications with our customers based on your qualifications.  
  
contact person  
  
Your recruiting team  
  
T: +493020962523  
  
aventa Personnel Management GmbH  
  
Friedrichstrasse 95  
  
10117 Berlin Office assistant Our owner-managed company specializes in the temporary employment and placement of specialists and executives in the areas of office and administration, finance and controlling.  
  
Our customers come from all areas of business, industry and trade. These include national and international groups, large companies and medium-sized companies.  
  
For these customers, we are constantly on the lookout for qualified and committed employees either for temporary employment or for recruitment. Get to know us and see for yourself.  
  
...because staff is a matter of trust! 2023-03-07 15:56:09.654000