585 3190 Assistant Administrative & Office (m/f/d) Assistant Administrative & Office (m/f/d)  
  
Job ID: M-ND-27042022  
Location: Munich  
  
INTRODUCTION  
 MUNICH  
  
Would you like to design your area of ​​responsibility yourself and define structures? Do you love organizational and administrative tasks and do you keep an overview even in the greatest chaos?  
  
Assistant Administrative & Office (m/f/d)  
  
Then you are exactly right with our customer. This position is to be filled through direct recruitment.  
  
YOUR ESSENTIAL TASKS  
- General office communication and organization  
- Completion of the incidental correspondence and creation of presentations  
- Preparation and follow-up of appointments and meetings  
- Participation in procurement and purchasing processes  
- Invoice coordination, document verification and support of project controlling  
- Travel planning and preparation of travel expense reports  
- General database and mailing list maintenance  
  
 YOUR SKILLS  
- You have a successfully completed commercial and initial professional experience in a similar position  
- You are confident in using MS Office applications.  
- You are fluent in German and very good in written and spoken English.  
- You have a quick grasp and a high degree of commitment, initiative and reliability.  
- You are characterized by an above-average willingness to perform, learn and work in a team.  
- Ideally, you have already worked in a start-up or company of public institutions or agencies  
  
YOUR BENEFITS  
- You will receive performance-related remuneration in a dynamic and fast-growing company with a start-up character, where there is still room for your own ideas  
- An exciting and varied task with creative freedom  
- Work-life balance through flexible and mobile working, very good compatibility of family and work  
- You will be part of a smart, fun and professional team. In an appreciative work culture.  
- Centrally located in the heart of Munich with good accessibility by public transport  
  
NEED TO KNOW  
Our customer stands for innovation, sustainability and user-friendliness. A supporting company that was founded as a Nin-Profit organization to further expand and promote a mobility project. The focus is on mobility, which includes improving traffic safety and optimizing traffic flow in cities.  
  
Have we piqued your interest?  
Then we look forward to receiving your application as an Administrative & Office Assistant (m/f/d) by e-mail to karriere.muc@serviceline-online.de, stating the reference number M-ND-27042022 and we guarantee you will receive feedback within 10 working days!  
  
Our branch manager Ms. Nicole Dietrich will be happy to answer any questions you may have personally on the following telephone number: 089/ 54 32 49 40.  
  
We look forward to seeing you! Office assistant Are you looking for your dream position or do you want to make a career change? We support you on your career path - with a lot of know-how, heartfelt commitment and of course the right contacts!  
  
With our help, as a long-term partner at your side, you can take your career in the desired direction. serviceline is an experienced personnel management company and has been successfully developing individual career solutions for the areas for many years  
FINANCE AND ACCOUNTING & OFFICE MANAGEMENT.  
  
We specialize in specialists and executives and offer:  
  
- temporary employment  
  
- Recruitment  
  
- Interim management 2023-03-07 15:51:44.574000