2758 5363 Assistant Office Manager About the job  
  
At our customer from Berlin real estate management, the entry takes place within the framework of the upstream temporary employment with subsequent acceptance into a permanent position. In principle, every cooperation is geared towards long-term success. If you would like to find out more about this position as Assistant Office Manager, we look forward to evaluating your documents together!  
  
requirement profile  
  
- Successfully completed commercial vocational training, preferably with a focus on HR  
- Several years of professional experience in the commercial sector, ideally as an Assistant Office Manager  
- Business fluent knowledge of German (at least C1 level) is required  
- Secure user knowledge in MS Office  
- Communication and teamwork skills  
- Structured, responsible and solution-oriented way of working  
  
area of ​​responsibility  
  
- Classic office management  
- Optimization of daily routines  
- Interface between management and external service providers including contract management  
- If required, support in the preparation of monthly and annual financial statements  
- Preparing accounting  
- Processing of commercial correspondence  
  
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, e.g. B. as Assistant Office Manager  
- 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 Assistant Office Manager suits you if you are also interested in Office Management, Executive Assistant, Office Manager (m/f/d), Feel Good Manager (m/f/d).  
  
In your application, please be sure to state the reference number 6467 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  
  
Team Talent Attraction  
T: +493020962523  
aventa Personnel Management GmbH  
Friedrichstrasse 95  
10117 Berlin Commercial assistant/business assistant - office/secretariat 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 15:56:12.377000