5820 8425 Assistant in the office (m/f/d) VISIONS - CAREER - FUTURE  
  
You are looking for a new challenge?  
Not just a new job........  
  
Then you should definitely get to know DG timework.  
  
We live the philosophy of modern temporary employment body and soul. The quick and uncomplicated placement of applicants and employees in interesting and attractive employment is our top priority.  
  
The competent and honest cooperation with customers and employees is the basis for a  
long-term cooperation based on partnership.  
  
As part of temporary employment, we are looking for our well-known customer:  
  
Your tasks:  
- Management support  
- General telephone and email support  
- Participation in the creation of rehearsal and performance plans  
- Acceptance and management of ticket reservations  
- Address management and mailings analogue and digital  
- Internal communication  
- Guest performance, travel and accommodation planning  
  
  
Your profile:  
- Completed training as an office clerk (m/f/d) or similar qualifications  
- Several years of professional experience in an office environment  
- Good knowledge of MS Office, Excel, Word, Lexware  
- Good basic commercial understanding  
- knowledge of English Office assistant DG timework GmbH has its headquarters in Munich.  
  
With DG timework you are choosing an attractive and at the same time fair employer. Well-known customers from the retail, banking, insurance and service sectors rely on the performance and reliability of our employees.  
  
Become part of a motivated and dedicated team. We will immediately look for a suitable assignment for you with one of our selected and well-known customers.  
  
We are happy to take your personal wishes and goals into account. Our team looks forward to your application. 2023-03-07 16:02:30.047000