7002 9607 Assistant (m/f/d) - direct placement Our customer has been one of "Hamburg's best employers" for years!  
  
Would you like to be part of a strong and global team? Then apply NOW and redesign your future! We are looking for you and your know-how as a full-time team assistant (m/f/d) at the earliest possible date!  
  
Our customer is also looking forward to YOU  
This position is to be filled within the framework of direct placement / within the framework of permanent placement.  
  
Assistant (m/f/d) - direct placement  
  
Your tasks:  
 • You deal with the general correspondence based on templates and dictation  
 • You coordinate and monitor the appointments, including preparation and follow-up  
 • You are responsible for systematic file management and structured filing (mainly EDP-based).  
 • Your tasks will include order creation, management and invoicing with DATEV  
 • You are responsible for the preparation and monitoring of offers and presentations  
 • You take care of administrative and organizational tasks  
  
Your qualifications:  
 • You have successfully completed training in the commercial field  
 • You have relevant professional experience in a comparable position, especially in the field of tax consulting or auditing  
 • You are confident in dealing with MS Office and DATEV applications  
 • You have an independent, conscientious and structured way of working, excellent organizational skills and a good sense of priorities  
 • You are characterized by an open, communicative and personable demeanor towards clients and colleagues  
 • You are flexible, committed and enjoy working in a team  
  
What she expects:  
 • You can expect an open corporate culture that motivates colleagues and makes working hours flexible  
 • After successful induction, working from home is possible on a daily basis  
 • The office in the heart of Hamburg has an unbelievable view over the harbour, Elphi and Speicherstadt - and the subway right in front of the door  
 • You will also receive the HVV-ProfiTicket or an allowance for the JobRad, free hot and cold drinks, fresh fruit and much more  
 • On top of that, there are English courses, office events, various sports activities and a subsidy for company pension schemes  
  
Then we should definitely get to know each other! Please send us your CV preferably via our online application platform or via the email address below and we will get in touch with you. Assistant - tax advice Day after day, Adecco Personaldienstleistungen GmbH brings people and companies together throughout Germany. With its nationwide network, it looks after a broad customer portfolio across all sectors, from medium-sized companies to international corporations. Core services are employee leasing, personnel placement, in-house outsourcing, consulting, on-site management as well as occupational safety and prevention. Thanks to the in-house personnel development program "Adecco Career Up", the company has exceptional expertise in employee qualification. 2023-03-07 16:04:55.006000