6275 8880 Assistant (m/f/d) for our team We are looking for you for our team:  
If you want to be involved in the success of Piening Personal and be part of the big family,  
then we are looking for you for the position of team assistant (m/f/d).  
  
Your tasks - varied and exciting:  
 • Recruitment of new employees  
 • Customer support and processing of their concerns  
 • Preparation of payroll accounting  
 • Supporting the team in various administrative activities  
  
What you should bring with you for this job:  
 • Distinct service orientation  
 • Adept at making decisions and working in a self-organized manner  
 • Assertiveness and team spirit  
 • Experience in office organization  
 • Good handling of MS Office programs  
 • Transparent and reliable way of working  
 • German spoken and written  
 • Professional experience in general business operations  
  
What you can expect:  
 • Structured induction  
 • Vacation.- Christmas bonus  
 • A high degree of personal responsibility  
 • 30 days holiday  
 • A good working atmosphere  
  
If all of this suits you:  
And you would like to support our team as an assistant (m/f/d), then we look forward to receiving your application!  
You are welcome to send them in advance by phone or WhatsApp.  
Please let us know your starting date and your salary expectations.  
  
We are happy:  
on your application. You are also welcome to send them by email Office assistant Piening GmbH is a second-generation family business with over 40 years of experience in the field of personnel services. We offer our employees jobs that suit them and correspond to their qualifications. We are a reliable and secure employer for our employees and a long-term partner for our customers.  
  
The satisfaction of our employees is our focus. In 2018, we were awarded the TOP-JOB prize for the sixth time, once again making us one of the best employers in German medium-sized companies.  
  
 "We move people, people move us.". 2023-03-07 16:03:26.081000