603 3208 Assistant (m/f/d) in the area of ​​property management Assistant (m/f/d) in the area of ​​property management  
  
Job ID: M-ND-0601202301  
Location: Munich  
  
INTRODUCTION  
 MUNICH  
  
Do you have organizational talent and are your strengths in interpersonal contact? As an assistant (m/f/d) you will professionally support your team in the area of ​​property management with all organizational and administrative tasks. If you are currently looking for a new challenge, you have come to the right place with our customer in Munich.  
  
For our client, a company in Munich, we are looking for an assistant (m/f/d) in the field of property management  
  
YOUR ESSENTIAL TASKS  
- Taking care of tenants  
- Organization of property management  
- Assistance in the administrative area for the respective property manager  
- Scheduling, coordination and monitoring  
- Processing of complaints  
- General administrative tasks in the classic office area  
  
 YOUR SKILLS  
- You have completed a commercial Apprenticeship, in the commercial field or professional experience in a similar position?  
- Do you have industry knowledge from the housing and real estate industry?  
- Your knowledge of German is good, both spoken and written, and you work well with MS Office applications?  
- Your personality is characterized by a high service orientation and you enjoy working with people?  
- Strong communication skills, friendliness and open-mindedness are qualities that you show on a daily basis?  
  
YOUR BENEFITS  
- Planning security through long-term work in the company  
- Attractive remuneration with flexible working hours and modern workplaces  
- Varied and varied tasks in a constantly expanding company as well as development and training opportunities  
- A team of specialists and a flat hierarchy enable quick and competent decisions  
- Regular employee events and events  
- You get a crisis-proof job with development opportunities and the freedom to make your own decisions and take on responsibility  
- Company fitness studio and supplementary health insurance  
- Good connection by public transport  
  
NEED TO KNOW  
Our customer is a housing company whose core business is the rental and management of its own real estate portfolio (apartments and parking spaces) on the market. It is the passion and commitment of the people that builds a positive image and has established the company on the market for many years.  
  
Have we piqued your interest?  
Then we look forward to receiving your application as an assistant (m/f/d) in the field of property management by e-mail, stating the reference number M-ND-0601202301, by e-mail to karriere.muc@serviceline-online.de and we guarantee you a response within 10 working days!  
  
Ms Nicole Dietrich will be happy to answer any questions you may have personally on the following telephone number: 089/ 543 249 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 15:51:46.833000