610 3215 Assistant (m/f/d) in the field of fund management Assistant (m/f/d) in the field of fund management  
  
Job ID: M-ND-12012023  
Location: Munich  
Employment type(s): full-time  
  
INTRODUCTION  
 Munich  
  
Do you enjoy planning, coordinating and controlling administrative processes? Have you already gained initial experience as a team assistant?  
  
Our customer is a company from the real estate industry and is looking forward to receiving your application as an assistant (m/f/d) in the field of fund management. The position is to be filled through direct recruitment.  
  
YOUR ESSENTIAL TASKS ARE  
- Support for the fund manager (m/f/d) in all activities  
- Coordination and preparation of appointments of all kinds  
- Coordination of external service providers  
- Processing and support in the creation of reports  
- Preparation of contracts and statistics  
- Organization and accounting of travel expenses  
- Acquisition, maintenance and archiving of real estate data  
- Completion of German and English language correspondence  
- Independent processing of all secretarial tasks  
  
YOUR SKILLS  
- Successfully completed commercial training as an office clerk (m/f/d), real estate clerk (m/f/d) or hotel clerk (m/f/d) or similar areas  
- Professional experience as a team assistant, preferably in the real estate sector  
- Very good MS Office skills (especially Excel)  
- Fluent German and good written and spoken English skills  
  
YOUR BENEFITS  
- Interesting and varied workplace  
- Exciting projects in an international working environment  
- 30 days holiday  
- Motivated, experienced team  
  
NEED TO KNOW  
Our client has been in property management for over 40 years and works with clients from all over Europe. The company is characterized by a huge portfolio and its experienced, excellently trained team, which constantly strives for improvement and optimization in close contact with customers.  
  
Have we piqued your interest?  
Then we look forward to receiving your CV for the position as an assistant (m/f/d) in the field of fund management, stating the reference number M-ND-12012023, by email to karriere.muc@serviceline-online.de. We guarantee you a response within 10 working days.  
  
Our branch manager, Ms Nicole Dietrich, will be happy to answer any questions you may have personally on the following telephone number: 089/54324940.  
  
We look forward to seeing you! Secretary (further education) 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 15:51:47.693000