4319 6924 Assistant (m/f/d) in the real estate industry - Salary above the collective agreement | Start in temporary employment with the option of being taken on  
  
company profile  
Our customer is a successful company from the real estate industry, which is known nationwide  
  
-This position starts as part of temporary employment with the option of being taken on in the company  
  
area of ​​responsibility  
  
-Versatile support in the team  
-Object and rent accounting as well as invoice processing  
-Any type of correspondence and communication interface with partners, service providers and departments  
-Protocol and presentation creation  
-Internal mail distribution  
-Planning and coordination of meetings, sessions and business trips  
  
requirement profile  
  
-Completed commercial training or a comparable qualification with professional experience  
-Handling MS Office (especially Excel) and SAP (desirable)  
-You are motivated and quick learner  
-You are a team player  
- Knowledge of English and other languages ​​is desirable  
  
Compensation Package  
  
- Full support in the application process  
-Long-term perspective  
-Sports offer with corporate benefits  
-Gym pass  
-Central location in Hamburg  
-Travel allowance  
-Regulated working hours  
-Varied everyday work through many exciting projects  
-Takeover possible Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:24.634000