8947 11552 Assistant (m/f/d) to the plant manager BERA has been bringing companies and talents together competently, reliably and passionately for over 20 years. We open the doors to the most exciting companies in the region and offer you the opportunity to contribute your knowledge and skills to our customers in a wide variety of industries and areas. We always keep a close eye on your work well-being. This means that we will get you exactly the job that you feel comfortable with.  
If you are a qualified commercial specialist with relevant experience and would like to break new ground professionally, then we have something for you! Start a permanent position at BERA and support our customers in a successful, well-known company in the food industry in the Crailsheim area.  
  
Assistant (m/f/d) to the plant manager  
  
Location: Crailsheim  
Employment type(s): full-time  
Working time: 35 - 45 hours per week  
  
Our work wellbeing promise  
- Your permanent position: You get a permanent employment contract – guaranteed!  
- Your salary: At BERA you will receive the best payment (tariff wage including holiday and Christmas bonuses, as well as bonuses and wage increases) as well as a subsidy for company pension schemes.  
- Your working hours: We ensure that work becomes a positive part of your life and that you can use a working time account to easily compensate for any overtime with free time.  
- Your support: We are always available for you, regularly inspect your workplace and will be happy to advise you competently.  
  
That awaits you  
- Assist: You relieve the plant manager in all administrative and organizational matters, such as the processing of conceptual tasks and projects.  
- Posting: Production data is recorded and entered by you using SAP.  
- Evaluate: You check invoices and approve them, and you also support your colleagues with the monthly inventory.  
- Administration: You manage incoming and outgoing correspondence.  
- Capture: You enter the personnel time accounts into the company program using SAP.  
  
You bring that with you  
- Qualification: You have completed commercial training, e.g. as an office management clerk (m/f/d), ideally you already have several years of professional experience in a comparable position.  
- IT: You have a secure application in the common MS Office programs, such as Word and Outlook, and you also have good knowledge of SAP.  
- Knowledge: You have already gained experience in dealing with contact persons at all hierarchical levels.  
- Personality: A high degree of motivation and a structured way of working complete your profile.  
  
Interested and motivated?  
Would you like to start your career in a successful company in the region? Then use the application form or send us your application documents with your CV and certificates by e-mail.  
  
Your contact  
Lucas Barthelmess  
Bahnhofstrasse 24  
74564 Crailsheim  
  
07951 / 278790  
crailsheim@bera.eu  
www.bera.eu  
  
Department(s): Office / Administration  
Collective agreement: BAP Businessman - office management With 9 branches, BERA GmbH is one of the largest employers in the region and offers you a secure job and prospects for your professional future. As a companion and career partner for our employees, we would like to work successfully with you in the long term.  
  
Regardless of whether you are working for an interesting company or in the context of personnel recruitment - we will help you to find a job that corresponds to your skills and abilities. With BERA you have a competent and reliable partner at your side who brings in all his experience to enable you to have a safe and successful future. Contact us! 2023-03-07 16:08:53.369000