900 3505 Assistant (m/f/d) Image text / employer presentation  
We are an owner-managed personnel service provider with locations in Cologne, Munich and Nuremberg. As a service provider, we stand by our customers and our employees for commitment and fairness. We attach particular importance to personal support. Walk with us into a successful future and become part of our team.  
  
Assistant (m/f/d)  
  
Location: Munich  
Employment type(s): full-time  
Working time: 40 hours per week  
  
Tasks, competencies and responsibilities  
- General administrative tasks such as office organization, document management, telephone service, entertaining guests and business partners, errands  
- Independent handling of all correspondence  
- Organization of business appointments and travel  
- Management of appointment calendars and time recording  
- Organization and coordination of external service providers and craftsmen  
- Support for property management  
  
Technical requirements  
- Successfully completed commercial training  
- Relevant experience in the field of assistance, ideally in the real estate environment  
- Experienced MS Office knowledge  
- Good knowledge of spoken and written English, knowledge of Italian desirable  
- Ability to work independently  
- Class 3 driver's license  
  
Employer Benefits/Corporate Offer  
- Personal care  
- Overpay  
- Employer-funded pension  
- Interesting activities with prospects  
  
Contact details for job advertisement  
Do you feel addressed? Then please send us your detailed application documents, stating your availability and your salary expectations, by email to teammuc@workaholics-gmbh.de.  
  
You are welcome to come to our application day every Tuesday from 1:00 p.m. to 4:00 p.m.  
  
Workaholics GmbH, Paul-Heyse-Str. 28 80336 Munich, Tel. 089/5998875 0  
  
We look forward to seeing you!  
Type(s) of staffing needs: Reassignment  
Collective agreement: IGZ office clerk None 2023-03-07 15:52:23.329000