2759 5364 Assistant part-time About the job  
  
This direct placement is a stroke of luck – maybe for you too!? As a part-time assistant, you will work for a forward-looking interdisciplinary mobility consultancy in Berlin. Adapted to the respective circumstances, also possible remotely. If you would like to find out all the details about this exciting position, we should get to know each other quickly! See you soon.  
  
requirement profile  
  
- Completed commercial vocational training with initial professional experience in a similar position  
- Very good knowledge of spoken and written German and English  
- Secure user knowledge in MS Office  
- Organized, structured and reliable way of working  
  
area of ​​responsibility  
  
- Receiving and forwarding telephone calls  
- Mail processing  
- Booking and billing of travel expenses  
- Preparing accounting  
- Procurement and management of office supplies  
- General administrative and assistance tasks  
  
We offer  
  
- Thanks to individual advice, the area, the working environment and the offers that suit you  
- Entry into your or promotion or change in your (dream) job, e.g. B. as an assistant  
- A regular employment contract, secure wages according to collective agreements and lots of strong additional benefits  
- You can find out more about the advantages and special features on our homepage - and in a personal conversation  
  
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About Us  
  
We find jobs for people and people for jobs. As a traditional and modern family business, we have been in Berlin since 2004 and offer individually tailored solutions in the field of personnel services. Here we have specialized in the temporary employment and personnel placement as well as the certified job placement of specialists and managers from the commercial sector.  
  
What drives us?  
  
Openness, courage and creative drive. We are always on the move, preserve our values ​​and influence the regional labor market as active shapers of the future. The result is just good work.  
  
Welcome!  
  
Have we piqued your interest?  
  
Then we look forward to receiving your comprehensive application including current certificates. This job as a part-time assistant is right for you if you are also interested in team assistant (m/f/d) for a club, assistant / office assistant (m/f/d), commercial assistant (m/f/d) for educational institutions, team assistant (m/f/d) interested.  
  
In your application, please be sure to state the reference number 6465 as well as your salary expectations and the earliest possible starting date.  
  
Please do not bother to apply for several positions that interest you. We are familiar with all our vacancies and offers and therefore always check your documents for suitability with regard to all possible possible applications with our customers based on your qualifications.  
  
contact person  
  
Team Talent Attraction  
  
T: +493020962523  
aventa Personnel Management GmbH  
Friedrichstrasse 95  
10117 Berlin Commercial assistant/business assistant - office/secretariat Our owner-managed company specializes in the temporary employment and placement of specialists and executives in the areas of office and administration, finance and controlling.  
  
Our customers come from all areas of business, industry and trade. These include national and international groups, large companies and medium-sized companies.  
  
For these customers, we are constantly on the lookout for qualified and committed employees either for temporary employment or for recruitment. Get to know us and see for yourself.  
  
...because staff is a matter of trust! 2023-03-07 15:56:12.500000