2097 4702 Assistant to the business management (m/f/d) Are you looking for a new job?  
For our customer in Mannheim, a company in the construction industry, we are looking for you - an assistant to the management (m/f/d) in direct placement.  
  
   
  
your activities  
  
- Support of the managing directors in all administrative and organizational tasks  
- Takeover of the office organization and, if necessary, the care of our guests  
- Planning, organization and follow-up of internal and external meetings and events, etc.  
- Preparation and follow-up of meetings, especially taking minutes  
- Preparation of entrepreneurial decision templates  
- Implementation of travel planning and accounting  
- Planning and control of the company vehicle fleet  
- Coordination and participation in various projects to implement the corporate strategy in close coordination with the managing directors  
  
  
your profile  
  
- Completed commercial training or comparable professional experience  
- Profound knowledge in the mentioned area is desirable  
- Independent and reliable work  
- Friendly and competent demeanor  
- Car is an advantage to be able to reach the place of work  
  
  
Your success is important to us  
As a regional provider of personnel services in the Rhine-Neckar metropolitan region, we see ourselves equally as a partner for companies and applicants in temporary employment and personnel placement. For you as an applicant, we look for exactly the company and the position that best suits your personal skills and knowledge. For our customers, we want to find exactly the employee who best meets the desired requirement profile.  
  
Have we piqued your interest?  
This position is a direct permanent position with our customer. The support and placement as well as all our other services are free of charge for you as an applicant. We will of course treat your application discreetly.  
If you have any questions, just give us a call, our colleague Edmund Schmidt will be happy to help you! secretary None 2023-03-07 15:54:51.034000