6643 9248 Assistant to the head of the "Finance" department (m/f/d)\* The city of Wolfenbüttel offers  
a position as soon as possible  
  
assistance of  
Head of department "Finance" (m/f/d)\*  
  
Location:  
City Market 3-6  
38300 Wolfenbuettel  
  
entry date:  
Next time  
  
Type of employment:  
unlimited  
full time  
  
Application time:  
04/02/2023  
  
Your tasks with us:  
  
 \* Confident and competent support of the head of department in all organizational and administrative matters  
 \* Independent creation of templates and presentations, including the preparation and follow-up of meetings and appointments  
 \* Regular participation in meetings and meetings as well as taking minutes  
 \* Coordinate cooperation with the departments, the mayor's department and external actors  
 \* Takeover of projects and special tasks  
 \* Processing in the area of ​​grant and funding law as well as general assistance and administrative tasks  
  
Your profile:  
  
 \* University degree in "General Administration" or comparable (Diplom FH/Bachelor) or university degree as "Bachelor of Laws"  
 \* Alternatively, you have successfully completed the Clerk Training Course II  
 \* At best, you have already gained some professional experience  
 \* You identify with a work environment that focuses on finance, human resources and organization  
 \* You show very good organizational skills and an independent and structured way of working  
 \* It is characterized by your high sense of responsibility and your reliability and loyalty  
 \* You have a quick mind and the ability to adapt to rapidly changing challenges  
 \* You have good communication skills and a friendly, committed and appropriate demeanor  
 \* You are flexible in your working hours  
  
Our offer to you:  
  
 \* A permanent and crisis-proof service or employment in the public sector  
 \* One weekly working time of full-time  
(40 hours as a civil servant, 39 hours as an employee)  
 \* The possibility of compensating overtime hours with free time  
 \* A holiday entitlement of 30 days  
 \* An attractive salary according to salary group 9b TVöD with further salary components and a company pension or according to salary group A 10 in civil servant status  
 \* Support for reintegration in case of illness  
 \* Professional and personal training opportunities  
  
Are our ideas correct?  
match?  
  
Then apply now via our online  
form by clicking on the button below.  
We look forward to receiving your application!  
  
Online application  
  
About Us:  
  
As a municipal service provider, the city of Wolfenbüttel takes care of public affairs in the entire city area. With around 1,000 employees and its annual turnover, the “City of Wolfenbüttel Group” can be compared to a large business enterprise. In contrast to such a company, the city administration does not produce a product, but works on a colorful bouquet of topics for the citizens of Wolfenbüttel day after day.  
  
Due to an organizational recommendation, the city administration is in a comprehensive restructuring process. As part of this, it is planned to bundle the finance, human resources and organizational areas of administration in one department and thus control all internal management and service areas together. In addition to the Office of Finance, the Department of Internal Services will also be located in the department in the future. The Human Resources and Organisation, IT, Central Registration Office and Central Service departments are assigned to the Internal Services department. By bundling the internal management and service areas, the area of ​​responsibility of the assistant will also change in terms of content.  
  
Are you motivated to support the department management in exciting and varied tasks?  
Then we look forward to receiving your application documents!  
  
\*The city of Wolfenbüttel expressly welcomes applications from people of all genders  
welcome.  
  
   
Your contact to us:  
  
For questions about the job content:  
Mr. Foraita  
Head of the "Finance" department  
Telephone: 05331 86-319  
  
For questions about the selection process:  
Mrs. Raschke  
Head of Human Resources department  
Telephone: 05331 86-355 The living room  
of the region. Office assistant None 2023-03-07 16:04:10.975000