9616 12221 Assistant to the nursing service manager (m/f/d) The nursing service manager is responsible for the entire nursing area.  
We are looking for you to strengthen our secretariat as soon as possible  
Time.  
  
- We offer you -  
  
· A diverse field of activity with a high degree of personal responsibility  
direct exchange with the nursing service management,  
· a diverse range of internal and external  
Further training opportunities - e.g. at our in-house . We  
will be happy to support you in your personal professional  
further development,  
a company pension scheme co-financed by the employer,  
· Various additional services of the .  
  
- Your tasks -  
  
· Support of the nursing service management in all organizational and  
communicative tasks,  
· Taking over the telephone communication and the general written ones  
Communication in the secretariat of the nursing service management,  
First point of contact for all employees in the care sector  
administrative questions and needs in personnel support,  
· Procurement and preparation of information bases,  
· Communication and coordination with internal interfaces,  
· Coordination, preparation, compilation and filing of documents and  
Information,  
· general office organization.  
  
- Your profile -  
  
· Healthcare education, nursing education desirable  
· Several years of professional experience in the healthcare sector, preferably in a managerial position  
function  
· Studies related to management (e.g. care management), one  
equivalent qualifying further education or an interest in  
personal and professional development:  
  
 · We are also happy to support extra-occupational studies!  
  
- This is us -  
  
The Marien Hospital Düsseldorf is a state-of-the-art hospital in the center  
from Düsseldorf with 437 beds and treats around 63,000 annually  
patients. As an academic teaching hospital, we are a national  
recognized center for science and high-performance medicine. The Mary  
Hospital is one of the few hospitals in Düsseldorf and  
Environment, which includes all specialist clinics for modern diagnostics and  
treatment under one roof.  
  
Please upload your complete application documents to our  
Applicant portal up:  
  
Button style  
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