476 3081 Assistant to the works council office - Independent completion and organization of the secretarial work  
- Organization and monitoring of appointments and business transactions of the works council  
- Correspondence, organization of correspondence and preparation of minutes  
- Monitoring of reporting and invitation to meetings  
- Preparing meetings and taking minutes  
- Contact person for the management, employees and works councils  
  
- Completed commercial training with several years of practical experience in office organization  
- Independent, responsible, structured and efficient way of working  
- Organizational talent, communication skills and resilience  
- Team orientation, open-mindedness and commitment  
- Enjoy new and challenging tasks in a dynamic environment  
- Loyalty and absolute confidentiality  
- Experience in dealing with HR matters is an advantage  
- Safe handling of MS Office applications (Word, Excel, PowerPoint and 10-finger system)  
  
This position is limited to 12 months. Business economist (university) - corporate management, managem. None 2023-03-07 15:51:31.157000