9262 11867 Assistant/Secretary (m/f/d) For our customer from the Karlsruhe region, we are looking for support for his secretariat as soon as possible. Interested? Then we look forward to receiving your detailed application documents.  
  
This is what your new employer offers:  
  
 - Flexible working hours  
 - Flat hierarchies  
 - Good connection via public transport and car  
 - Good work-life balance  
 This is what you can expect from ACTIEF:  
 - Professional advice and individual selection of suitable positions  
 - Access to companies that do not advertise publicly  
 - Perfect preparation of your application documents  
 - Free applicant coaching  
 - Free job advice  
  
  
Your tasks:  
  
 - Processing of administrative processes  
 - Taking care of the switchboard and reception  
 - Processing of incoming and outgoing mail  
 - Processing of administrative processes  
 - Correspondence regarding order management with customers  
 - Writing after phono dictation  
 - Research and filing  
 - Monitoring and keeping track of deadlines  
 - Participation in the drafting of contracts  
   
  
 Your profile:  
  
 - Successfully completed commercial training  
 - Professional experience as a secretary is desirable  
 - Experience in writing after phono dictation required or writing with the 10 finger system  
 - Good MS Office skills  
 - Knowledge of modern communication technologies  
 - Good coordination and planning skills, independent way of working, strong communication skills  
 - Good time and self management  
  
  
ACTIEF Personnel Management was founded in 1989 and since then has stood for professional personnel consulting and targeted staffing. As one of the leading personnel service providers in Germany, we operate very successfully in the areas of temporary employment, personnel placement and as a provider for interim managers. Well-known companies from a wide variety of industries trust in our experience and professional handling of all personnel matters. We bring tailor-made candidates and employees together with attractive companies, just "PEOPLE IN ACTION" secretary ACTIEF has been offering personnel services at the highest level since 1989. ACTIEF is a medium-sized company with 25 locations in Germany. ACTIEF offers a wide range of human resource management services. In addition to personnel leasing, our well-known customers also ask about our many years of expertise in personnel placement. 2023-03-07 16:09:31.990000