5266 7871 Assistent (m/w/d) Assistant (m/f/d)  
  
Your tasks:  
  
- Coordination of job interviews  
- Support of the recruiting team  
-Obtaining missing documents or information  
-Extensive appointment and meeting coordination as well as their preparation and follow-up  
  
Your qualifications:  
  
-Profound knowledge in the field of assistance  
-Experience in using standard MS Office programs  
-Team spirit, flexibility, reliability, initiative and high personal commitment  
  
Your advantages:  
  
- Challenging and varied tasks in a promising and innovative industry  
-The subsidy of a direct insurance as a company pension scheme  
-Flexible working hours  
-Generous working time account with the possibility of payment from a certain number of hours  
-High level of personal responsibility  
-Home office possibility  
  
About Hays:  
  
Real financial specialists are rare, very much in demand and their market value is correspondingly high. Whether in the area of ​​accounting, controlling, corporate banking, interim management, treasury or risk management, Hays can open doors for you and will be happy to advise you on your next career step, free of charge. Depending on your interests and ideas and depending on your experience, we will find the right job for you. Register and benefit from interesting and suitable positions and projects. We look forward to seeing you. paralegal Hays plc is one of the world's leading personnel service providers for the recruitment of highly qualified specialists. Hays is active in both the private and public sectors and provides specialists for permanent positions, project work and temporary employment. The company employs more than 11,000 people in 33 countries worldwide and generated sales of EUR 6.50 billion in the 2017/2018 financial year. In Germany, Hays places specialists in the areas of IT, engineering, construction & property, life sciences, finance, sales & marketing, legal, retail and healthcare. 2023-03-07 16:01:21.777000