7307 9912 Back office employees (gn) with home office Your benefits with our customer:  
  
 - Attractive remuneration  
 - Excellent work-life balance with home office  
 - Exciting and varied tasks  
 - Option to take over with extensive onboarding  
  
  
Your tasks as a back office employee (gn) at a glance:  
  
 - Support and dealing with sensitive customers such as notaries, lawyers, insolvency administrators and property and property managers  
 - Customer and sales telephony mainly inbound (no call center / no product sales)  
 - Clarification of unclear orders in outbound  
 - Insight into all areas of process-based processing  
  
  
What you bring with you:  
  
 - Completed commercial training, preferably in the banking or insurance sector  
 - Previous experience in the back office would be an advantage  
 - Accurate and reliable operation  
 - Confident handling of the MS Office package  
  
  
Go into the future with us!  
Then we look forward to receiving your application documents at jobsinberlin@bankpower.de. The remuneration framework for this position starts at around EUR 30,000 (annually) and depends on qualifications and experience. Please send us your attachments only as a PDF. We look forward to receiving your application with desired salary and earliest possible start date. You are also welcome to send us an unsolicited application. Please add the word "unsolicited application" to the subject line of your e-mail. All personal formulations in the job advertisement are to be considered gender-neutral. We live diversity and equal opportunities and are therefore of course happy to receive applications from people with disabilities. We live diversity and equal opportunities and are therefore of course happy to receive applications from people with disabilities. All personal formulations in the job advertisement are to be considered gender-neutral. office clerk None 2023-03-07 16:05:32.324000