5842 8447 Büroassistent (m/w/d) VISIONS - CAREER - FUTURE  
  
You are looking for a new challenge?  
Not just a new job........  
  
Then you should definitely get to know DG timework.  
  
We live the philosophy of modern temporary employment body and soul. The quick and uncomplicated placement of applicants and employees in interesting and attractive employment is our top priority.  
  
The competent and honest cooperation with customers and employees is the basis for a  
long-term cooperation based on partnership.  
  
As part of temporary employment, we are looking for our well-known customer:  
  
Your tasks:  
- Relief of the management in all administrative tasks  
- Internal and external communication / correspondence  
- Administrative support for international customers and partners  
- Appointment coordination, travel management, hotel and flight bookings  
- Switchboard / Reception  
- General office duties  
  
  
Your profile:  
- Successfully completed commercial training  
- Experience in a similar position desirable  
- Very good knowledge of MS Office  
- Organizational skills and an independent and precise way of working  
- Reliable, flexible and focused  
- Confident handling of trustworthy data Clerk - office communication DG timework GmbH has its headquarters in Munich.  
  
With DG timework you are choosing an attractive and at the same time fair employer. Well-known customers from the retail, banking, insurance and service sectors rely on the performance and reliability of our employees.  
  
Become part of a motivated and dedicated team. We will immediately look for a suitable assignment for you with one of our selected and well-known customers.  
  
We are happy to take your personal wishes and goals into account. Our team looks forward to your application. 2023-03-07 16:02:32.746000