4401 7006 Bürohelfer (m/w/d) - Clothing company known throughout Germany | Varied tasks as an office assistant (m/f/d)  
  
company profile  
Our customer is a clothing company known throughout Germany.  
  
area of ​​responsibility  
  
-Entering data into the internal system  
-Performing classic office tasks  
-Reconciliation and collection of data  
-Processing emails  
  
requirement profile  
  
- Very good MS Office skills  
-Accuracy & high ability to concentrate  
-Fluent knowledge of spoken and written German  
-Quick perception  
  
Compensation Package  
  
- Newcomers welcome  
-25 days vacation per year  
-Good public transport connection  
-Corporate Benefits Businessman - office management None 2023-03-07 15:59:34.688000