470 3075 Claims Management Clerk (m/f/d) - 426-10986 Are you looking for an employer who will make optimal use of your expertise? Do you want to develop and learn? Are you looking for support in the application process and with your career planning? Then we are looking for you! Competent, personal and proactive - that's top itservices AG: As one of the leading personnel service providers for IT and engineering, we bring top experts, managers and specialists to the right company. For permanent positions, temporary or for projects. We offer a holistic expert service. We take the time to get to know you and coach you and, if you wish, navigate you through your professional path.  
  
Accept the challenge and fill a vacant position at a leading company.  
  
Your duties include  
 • Scanning and filing of documents as well as the allocation of documents in existing software  
 • Mail processing, appointment organization and invoice processing according to RVG  
 • Viewing and compiling documents for projects and complex processes  
 • Contact person for the IT needs of the internal departments  
  
What you should bring with you  
 • Completed training as a clerk for office communications, legal secretary, ReNo or a comparable qualification  
 • Knowledge of real estate and tenancy law as well as accounting  
 • Experience in dealing with the Lawyer's Remuneration Act as well as court costs and the ZPO  
 • Experienced handling of MS Office and SAP  
  
what we offer you  
 • Networking with interesting and renowned companies  
 • Trustworthy & personal support at all times - partnership is the basis of our cooperation  
 • Transparent and fast application process with binding feedback within 14 days  
 • Flexible division between office and mobile office  
 • For a healthy after-work – participation in company sports possible  
  
Apply  
Do you recognize yourself? Then send your documents to job-64@top-itservices.com, stating reference number 426-10986. Markus Uhde will be happy to answer your first requests for information and questions by telephone on +49 30 2014497-25. Looking forward to hearing from you soon!  
  
Apply directly at https://www.top-itservices.com/10nmjva  
  
You can also find other interesting job offers on our homepage: https://www.top-itservices.com/announcements  
  
\*If there is no explicit differentiation between female, male and other forms in the text in order to improve readability, all are always meant. Controller/in We are top itservices AG: competent. personal. initiative. The partner for digital transformation. We find the right candidate for every position and the right company for every expert. We act quickly, transparently and with a high degree of quality. In the past 40 years we have continuously developed and currently employ over 850 permanent and freelance project employees and 200 internal employees. 2023-03-07 15:51:30.418000