942 3546 Clerk Data Entry ERP (m?w?d) Clerk Data Entry ERP (m?w?d)  
  
About Us  
SPS Seifert Personal Service GmbH is a dynamic company and has quickly developed into a top address for personnel management, especially in the areas of temporary employment and personnel placement. Steady growth is a clear indicator of the company's excellent service. More and more employees and customers trust in the technical competence of SPS. At four locations, we hire out and place employees nationwide for our well-known customers. Further information is available at www.sps.jobs.  
  
Our customer is your partner throughout Europe for the contract manufacturing of pharmaceuticals, cosmetics, medical devices and dietary supplements. According to your requirements and specifications, we take care of all work steps for you, from mixing to filling to packaging - everything from a single source.  
  
Your tasks  
  
 - Collecting, checking and correcting master data from various sources  
 - Formatting and maintenance of master data Archiving of documents (electronic and physical) Data processing using Word  
 - Excel and ERP system  
  
  
your profile  
  
 - Very good knowledge of MS Office, especially Excel Good German and good knowledge of mathematics  
 - Prefers already office experience in data collection. Fast and accurate entry of texts and numbers via classic PC keyboard  
 - Very good time management  
 - Stress resistance and ability to track multiple operations in parallel  
 - High level of initiative and very good teamwork reliability  
 - Conscientiousness and discretion Enjoy learning new activities  
  
  
We offer  
  
 - A long-term commitment with high chances of being taken on - with good performance  
 - You earn more than the collective bargaining agreement and your earnings increase with your performance  
 - Temporary contract? We don't want that either, with us you get a permanent employment contract  
 - Fun at work - exciting and varied activities  
  
  
Have we sparked your interest?  
Then apply today!  
   
Please send us your application documents digitally or directly via our homepage www.sps.jobs or by e-mail to bewerbung-rastatt@sps.jobs.  
   
You would like to find out more right away - call us on 07222 / 5007-212  
WE LOOK FORWARD TO SEEING YOU! Document clerk (bank) None 2023-03-07 15:52:28.485000