2985 5590 Clerk for office communication (m/f/d) From craftsmen to production and warehouse employees to skilled workers: ARWA Personaldienstleistungen GmbH offers a future-oriented employment relationship within the framework of temporary employment.  
We offer you interesting job and career opportunities directly with our customers.  
  
We are looking for you as a full-time office communication clerk (m/f/d) for a well-known customer company in Gotha.  
  
Your tasks are:  
- Communication with customers and suppliers  
- Processing of orders  
- General office activities  
  
Your personal strengths:  
- Holistic thinking  
- Motivation/willingness to perform  
- Diligence/accuracy  
- Reliability  
  
Your qualifications as a clerk for office communications (m/f/d):  
- Order acceptance and processing  
- Office and administrative work  
- Office organization, office management  
- Processing  
- Word processing  
  
Individual support and advice in the application process and in customer assignments is certainly a benefit, but we offer even more, such as e.g.:  
- Attractive social benefits, such as vacation and Christmas bonuses  
- Permanent full-time employment contract  
- Workplace in a modern company  
- On-site support  
- A friendly and personable team as contact persons on site  
  
ARWA Personaldienstleistungen GmbH is represented with a nationwide branch network throughout Germany and with international contacts in your native language from almost all over Europe.  
Cross-qualification entry opportunities and collective wage increases as well as industry bonuses are an integral part of your future employment in our company.  
Thanks to our affiliation with the interest group iGZ, you benefit from additional holiday and Christmas bonuses in accordance with the collective agreement.  
  
Your contact to our team:  
 0 36 21 / 7 33 94 - 0  
gotha@arwa.de  
https://arwa.de/stellenangebote  
  
Do not hesitate and apply today.  
  
With your application, you agree to ARWA's data protection guidelines (can be found on our homepage under “Privacy Policy”). office clerk ARWA Personaldienstleistungen GmbH supports companies from almost all areas and industries with individual solutions in temporary employment, in on-site and in-house management, in outsourcing projects and in personnel placement in the search for qualified employees.  
  
Career starters with and without training, experienced specialists or returnees will find attractive and collectively agreed jobs with good career prospects in the industrial, commercial, medical and educational sectors. 2023-03-07 15:56:40.293000