630 3235 Clerk for office management (m/f/d) From Hamburg we advise our customers from the food industry throughout Germany. Our core competencies include the areas of executive recruitment, personnel development and coaching as well as organizational consulting. In cooperation with our in-house agency, we also implement projects in the field of employer branding.  
  
Our services are up to date. People are the drivers of change and innovation, they determine success and failure. We use this lever and ensure that the right people are found, integrated and developed for our customers. Our approach is fundamentally based on pragmatic principles and always pursues the goal of helping people to help themselves. Nevertheless, we invest in long-term partnerships at eye level. With every project, no matter how small, we learn more about the industry, our customers and the people in the organizations and develop a deep understanding of the challenges now and in the future.  
  
In short: We connect people - Hanseatic and personal! And now we are looking for you!  
  
your activities  
  
• You continuously develop our processes and structures and support us in digitization  
• You prepare contract changes and adjustments, manage master data and take on preparatory bookkeeping tasks  
• You greet our guests and applicants with a smile and give them a warm welcome  
• You procure office supplies and consumables  
• You are the contact person for our tenants in all aspects of the tenancy (e.g. troubleshooting)  
  
your profile  
  
• You have completed a commercial Education and/or relevant work experience  
• You enjoy shaping the office culture with your personality and describe yourself as a talent for coordination, organization and improvisation  
• Thanks to your quick comprehension and your decision-making skills, it is easy for you to set priorities and proactively advance topics  
• Your strong communication skills, your confident demeanor and your empathetic personality set you apart  
  
What do we offer?  
  
• Flexible working time models  
• Open communication  
• Beverage flat rate  
• Partnership at eye level  
• Onboarding godfather  
• New work models and home office  
• Individual career path  
• Good transport connections and mobility allowance  
  
Curious? We look forward to receiving your application! Businessman - office management None 2023-03-07 15:51:50.184000