6258 8863 Clerk for technical back office (m/f/d) Your dream job is here!  
For our customer, a well-known mineral oil company, we are looking for a commercial clerk (m/f/d) with immediate effect.  
  
The position will be filled via the area of ​​employee leasing. Acceptance is possible if suitable.  
  
We offer you  
 • A permanent job  
 • Payment according to the iGZ-DGB tariff  
 • Wage benefits such as vacation and Christmas bonuses  
 • Free high-quality protective equipment  
 • A permanent employment contract  
 • Exclusive employee benefits (e.g. at Adidas, Apple, Sky, Weg.de and many more)  
  
Your tasks  
 • Inventory preparation  
 • Data maintenance in the system  
 • Processing of insurance / claims  
 • Optimization of internal and cross-departmental processes  
 • Technical and commercial support for all AS24 and partner stations  
 • Creation of budget planning for extensions and renovations  
  
your profile  
 • Commercial education  
 • Customer-oriented, communicative and organized personality and a structured way of working  
 • Quick assessment skills and analytical thinking  
 • Good written and spoken English knowledge  
 • Good knowledge of MS-Outlook, Word and Excel  
 • Driver's license an advantage  
  
Have we piqued your interest?  
Then please send us your detailed application. You are also welcome to contact us in advance by telephone.  
  
We offer open applicant consultation hours on Tuesdays and Wednesdays from 9:30 a.m. to 2:00 p.m. Feel free to visit us with your application documents. Prior appointments are not necessary.  
  
We are committed to employing severely disabled people. For this reason, severely handicapped persons and those of equal status are given preferential consideration if they are equally qualified.  
  
We look forward to receiving your application! Commercial Specialist None 2023-03-07 16:03:24.003000