6934 9539 Clerk in central monitoring (m/f/d) - remote possible From commercial clerk, automotive or industrial clerk to accountant to management assistant - at Adecco you will find the right job - not only in recruitment.  
We arrange interesting job and career opportunities directly with our customers.  
  
We are looking for you in a permanent position as of now:  
This position is to be filled within the framework of direct placement / within the framework of permanent placement.  
  
Clerk in central monitoring (m/f/d) - remote possible  
  
Your tasks:  
 • You take over the checking of the cost estimates  
 • You take on administrative activities such as filing documents and processing and documenting incoming payments  
 • You are the contact person for the health insurance companies and the interface between the branches  
 • You optimize existing processes and support special projects  
  
Your qualifications:  
 • You bring a successfully \*completed apprenticeship with you - preferably in the commercial or medical field\*  
 • Ideally, you already have relevant professional experience in monitoring or in internal sales  
 • You enjoy communication, work carefully, conscientiously and in a team-oriented manner  
 • You can work well with MS Office  
 • \*Advantageous but not a requirement:\* Ideally, you have good knowledge of SAP R/3 and/or SAP SD  
  
What she expects:  
  
Arriving made easy: Our customer company attaches great importance to good cooperation. Helpful and friendly colleagues will welcome you with open arms and look forward to exchanging ideas in regular meetings.  
 • Attractive remuneration  
 • 30 days holiday  
 • Employer-funded pension  
 • Free parking, free drinks  
... and many other benefits are waiting for you!  
  
Then we should definitely get to know each other! Please send us your CV to the email address below or submit your CV via our online application platform and we will be in touch.  
  
\*Do you have any further questions about the position?\*  
Our recruiting team will be happy to answer them via WhatsApp: 0176 10011244 or by email: reutlingen@adecco.de Clerk - office communication Day after day, Adecco Personaldienstleistungen GmbH brings people and companies together throughout Germany. With its nationwide network, it looks after a broad customer portfolio across all sectors, from medium-sized companies to international corporations. Core services are employee leasing, personnel placement, in-house outsourcing, consulting, on-site management as well as occupational safety and prevention. Thanks to the in-house personnel development program "Adecco Career Up", the company has exceptional expertise in employee qualification.  
  
Further information can be found on the Internet at www.adecco.de 2023-03-07 16:04:46.714000