9266 11871 Clerk (m/f/d) DIRECT PLACEMENT Do you feel comfortable in clerical work and do you like supporting your colleagues? Then this exciting position is waiting for you!  
  
This is what your new employer offers:  
  
 - Flexible working hours  
 - Flat hierarchies  
 - Good work-life balance  
 - Good connection via public transport and car  
 This is what you can expect from ACTIEF:  
 - Professional advice and individual selection of suitable positions  
 - Access to companies that do not advertise publicly  
 - Perfect preparation of your application documents  
 - Free applicant coaching  
 - Free job advice  
  
  
Your tasks:  
  
 - Mail processing  
 - Switchboard  
 - Data management  
 - Master data maintenance  
 - office organization  
   
  
 Your profile:  
  
 - Completed vocational training in the commercial sector  
 - First work experience in administration  
 - Very precise and structured work  
 - ability to work in a team  
 - Communication strength  
 - Good English knowledge  
  
  
ACTIEF Personnel Management was founded in 1989 and since then has stood for professional personnel consulting and targeted staffing. As one of the leading personnel service providers in Germany, we operate very successfully in the areas of temporary employment, personnel placement and as a provider for interim managers. Well-known companies from a wide variety of industries trust in our experience and professional handling of all personnel matters. We match tailor-made candidates and employees with attractive companies, PEOPLE IN ACTION. office clerk ACTIEF has been offering personnel services at the highest level since 1989. ACTIEF is a medium-sized company with 25 locations in Germany. ACTIEF offers a wide range of human resource management services. In addition to personnel leasing, our well-known customers also ask about our many years of expertise in personnel placement. 2023-03-07 16:09:32.478000