608 3213 Clerk (m/f/d) billing / offers at the Munich location Clerk (m/f/d) billing / offers at the Munich location  
  
Job ID: M-ND-24062022  
Location: Haar near Munich  
Employment type(s): full-time  
  
INTRODUCTION  
They are clerks with heart and soul. You prefer flat hierarchies and enjoy working in a team of specialists. If you are currently looking for a new challenge, you have come to the right place with our customer in Munich. We are looking for a clerk (m/f/d) for billing/offers at the Munich location as part of direct placement  
  
YOUR ESSENTIAL TASKS ARE  
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Creation of new construction projects  
  
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Support for communication with planners and authorities  
  
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Commercial project tracking in cooperation with the project managers  
  
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Support of the administration in all organizational matters  
  
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Management of project contracts and contract files  
  
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Assistance in preparing offers  
  
YOUR SKILLS  
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Successfully completed commercial training or a comparable qualification  
  
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Career changers with prior commercial knowledge are also welcome  
  
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At least 2-3 years of professional experience in the field of administration  
  
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Secure MS Office knowledge  
  
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Fluency in spoken and written German  
  
YOUR BENEFITS  
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A permanent employment contract. You have the opportunity to take on exciting tasks in the long term.  
  
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Comprehensive training and a position-based salary are a matter of course and a pleasant working environment in a dynamic and interdisciplinary team is already waiting for you. There is also the opportunity to take part in ongoing further training and to successfully complete it.  
  
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30 days of vacation are standard and flexible working hours and the option to work from home make it easier to combine work and family.  
  
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You can expect a modern workplace, beautiful offices with lots of light and short distances within the office.  
  
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Health is becoming an increasingly important issue these days. Only healthy employees are efficient employees and prevention protects. Therefore, additional payments to the gym are possible and you can still work out and sort your thoughts after a day at work. There are also other attractive social benefits.  
  
NEED TO KNOW  
With more than 20 years of company existence, our customer is specialized in the field of supply engineering and civil engineering. This strives to offer its customers a complete solution at the highest level in order to ensure their customer satisfaction.  
  
Have we piqued your interest?  
Then we look forward to receiving your CV in German for the position as "Accounts Clerk / Offers (m/f/d) at the Munich location" stating the reference number M-ND-24062022 and we guarantee you a response within 10 working days ! The office manager, Ms. Nicole Dietrich, will be happy to answer any questions you may have personally on the following telephone number: 089-54324940.  
  
We look forward to seeing you! IT clerk Are you looking for your dream position or do you want to make a career change? We support you on your career path - with a lot of know-how, heartfelt commitment and of course the right contacts!  
  
With our help, as a long-term partner at your side, you can take your career in the desired direction. serviceline is an experienced personnel management company and has been successfully developing individual career solutions for the areas for many years  
FINANCE AND ACCOUNTING & OFFICE MANAGEMENT.  
  
We specialize in specialists and executives and offer:  
  
- temporary employment  
  
- Recruitment  
  
- Interim management 2023-03-07 15:51:47.447000