4422 7027 Clerk (m/f/d) data entry & invoice verification - Unique challenge in a growing company|Great career prospects  
  
company profile  
What you need to know at a glance  
You are interested in medicine and science - you are characterized by a structured and precise way of working - you would like to identify with your new job and make a contribution to society - then we look forward to receiving your application.  
  
area of ​​responsibility  
  
-Collection of patient data  
-Request and clarification of missing or incorrect data  
-Close cooperation with the employees from the customer service department  
-Administrative Activities  
  
requirement profile  
  
- Successfully completed school education  
-Reliable way of working  
-Quick perception  
- Mastery of 10-finger typing (advantageous)  
- Experience in data collection would be an advantage  
-Proficient use of MS Office applications  
-Good knowledge of German in speaking and writing  
  
Compensation Package  
  
-A responsible and varied job  
-A permanent position with a high takeover option  
- A varied, technically interesting work area  
-Adequate remuneration Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:37.296000