586 3191 Clerk (m/f/d) in the area of ​​controlling caretaker service Clerk (m/f/d) in the area of ​​controlling caretaker service  
  
Job ID: M-ND-0601202303  
Location: Munich  
  
INTRODUCTION  
 MUNICH  
  
We are looking for a committed personality who has already worked in the real estate sector and enjoys structured and independent work. You like the analytical approach to topics and have a high affinity for numbers. As a clerk (m/f/d) in the area of ​​controlling caretaker service, you act independently and with a trained eye on the essentials.  
  
For our client, a company in Munich, we are looking for a clerk (m/f/d) in the area of ​​controlling caretaker service  
  
YOUR ESSENTIAL TASKS  
- You create the budget planning in coordination with the property management  
- You are responsible for the creation of statistics, evaluations and presentations as well as the processing and analysis of this data  
- You plan and coordinate meetings and take the minutes  
- You process offers and orders for the investment plan in coordination with the property managers  
- You create decision templates  
- You are responsible for the control and follow-up of major maintenance projects  
- You monitor compliance with the budget  
- You take over the master data maintenance in SAP  
  
 YOUR SKILLS  
- Have you completed an apprenticeship or business studies or have professional experience in a similar position?  
- Do you have industry knowledge and professional experience from the housing and real estate industry?  
- Your knowledge of German is good, both spoken and written, and you work well with MS Office applications and SAP?  
- Do you enjoy working with numbers and have good analytical skills?  
- Your personality is characterized by planning and organizational talent as well as a quick comprehension and willingness to learn?  
- Strong communication skills, personal responsibility and commitment are characteristics that you show every day?  
  
YOUR BENEFITS  
- Planning security through long-term work in the company  
- Attractive remuneration with flexible working hours and modern workplaces  
- Varied and varied tasks in a constantly expanding company as well as development and training opportunities  
- A team of specialists and a flat hierarchy enable quick and competent decisions  
- Regular employee events and events  
- You get a crisis-proof job with development opportunities and the freedom to make your own decisions and take on responsibility  
- Company fitness studio and supplementary health insurance  
- Good connection by public transport  
  
NEED TO KNOW  
Our customer is a housing company whose core business is the rental and management of its own real estate portfolio (apartments and parking spaces) on the market. It is the passion and commitment of the people that builds a positive image and has established the company on the market for many years.  
  
Have we piqued your interest?  
Then we look forward to receiving your application as a clerk (m/f/d) in the area of ​​controlling caretaker service by e-mail, stating the reference number M-ND-0601202303, by e-mail to karriere.muc@serviceline-online.de and we guarantee you a response within 10 working days!  
  
Ms Nicole Dietrich will be happy to answer any questions you may have personally on the following telephone number: 089/ 543 249 40.  
  
We look forward to seeing you! Office assistant 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 15:51:44.697000