6788 9393 Clerk/office assistant (m/f/d) One of our well-known customers in Heilbronn, a company in the wholesale industry, offers this interesting perspective in the context of temporary employment.  
This position is to be filled as part of temporary employment.  
  
Clerk/office assistant (m/f/d)  
  
Your tasks:  
 • Management of absenteeism  
 • Data collection  
 • Support in day-to-day operations  
 • Maintenance, creation and sending of documents  
  
Your qualifications:  
 • Good MS Office skills  
 • Very good knowledge of German  
 • Organizational skills  
 • Communication strength  
  
With us, your career path becomes a personal walk of fame - we offer you exciting perspectives in the areas of assistance & secretariat, marketing, sales, HR as well as purchasing & logistics. Now click on "apply directly"!  
  
We welcome applications from people who contribute to the diversity of our company. Commercial Specialist DIS AG at a glance:  
  
- One of the largest personnel service providers in Germany specializing in specialists and executives  
- Approx. 8,500 employees, 20% of whom have a university degree  
- Nationwide network with over 200,000 applicants  
- 115 branches  
- More than 50 years of experience and expertise  
- Our business areas: Office & Management, Industry, Finance  
- Multiple awards as "Great Place to Work ®" 2023-03-07 16:04:28.717000