2803 5408 Commercial all-rounder (m/f/d) assistant Schmieder has been the regional specialist in the direct placement of commercial and technical specialists and executives for over 30 years. Just one application is enough to benefit from our large network.  
  
On behalf of our customer, we are looking for a commercial all-rounder (m/f/d) for a variety of full-time or part-time assistant activities in the Wangen im Allgäu area - from 30 hours / week and as part of temporary employment. Ref 23110  
  
  
YOUR TASKS  
   
- Management support at operational and administrative level  
- Preparation and follow-up of meetings as well as independent appointment management  
- Support of the departments with high workloads (e.g. in internal sales, export, human resources, marketing or accounting)  
- Oral and written correspondence with customers and suppliers in German and English  
- Takeover of own projects, also in connection with digital media  
  
  
YOUR QUALIFICATION  
   
- Completed commercial vocational training e.g. B. as a foreign language secretary (m/f/d) / clerk (m/f/d) for office management / office clerk (m/f/d) / industrial clerk (m/f/d) / clerk (m/f/d) for Wholesale and foreign trade or similar qualification  
- Gladly professional experience as a forwarding agent (m/f/d), in sales / export or in logistics from SMEs  
- Solid knowledge of MS Office programs  
- Good knowledge of spoken and written English, French an advantage  
- Ability to work in a team, independent and structured way of working  
  
  
YOUR BENEFITS  
   
- Innovative and future-oriented company  
- Very good opportunity for a professional re-entry  
- Possibility of part-time and a 4-day week  
- Open corporate culture with a strong team spirit  
- Short decision-making and communication channels  
- Attractive remuneration in line with the market  
- Responsible position with real creative opportunities  
- Individual training and further education opportunities  
  
  
Have we piqued your interest?  
Please apply exclusively, quickly and discreetly via our application portal: jobs.schmieder-personal.de/23110  
  
If you have any further questions, Ms. Kemm looks forward to a personal conversation  
on 07502 9449-284. Commercial Specialist For more than 30 years, Schmieder GmbH has been successfully placing highly qualified applicants with companies in all sectors and sizes. We always find the perfect solution for both our clients and our candidates.  
  
As an applicant at Schmieder, you go through a personal and competent application process and benefit from the following advantages:  
  
- One application is sufficient  
  
- Large network of over 300 companies  
  
- Personal contact throughout the process  
  
- Assistance with questions about your application 2023-03-07 15:56:17.911000