4157 6762 Commercial assistant (m/f/d) - in the industrial sector - A job in an exciting industry|Corporate benefits and an attractive remuneration package  
  
company profile  
My client is a listed company in the industrial segment and employs more than 35,000 people (m/f/d) worldwide. Become part of an international success story as a commercial assistant (m/f/d) with an employer with TOP Kununu ratings. The start in this position is planned via temporary employment, but offers long-term opportunities.  
  
area of ​​responsibility  
  
-Administrative support in various projects and processes  
-Telephone correspondence  
-Incoming and outgoing mail processing  
-Preparation and follow-up as well as accompaniment of meetings and conferences  
- Travel organization and follow-up  
-Support in the preparatory bookkeeping  
-General office activities  
  
requirement profile  
  
-Completed training as an office clerk (m/f/d) or comparable qualifications  
-First experiences in the assistant or a comparable position are required  
-Fluent German and English skills  
-Familiarity with common MS Office tools  
- Independent and organized way of working  
-Communication strength  
  
Compensation Package  
  
-A job in an exciting industry  
-An attractive salary package  
-Quick entry opportunities  
-Corporate benefits such as the Gym Pass and employee discounts Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:04.763000