5302 7907 Commercial clerk (building services team) (m/f/d) Commercial clerk (building services team) (m/f/d)  
  
Your tasks:  
  
-Ticket processing and creation of notifications of defects / repair orders / damage reports  
- Participation in jour-fix appointments with the FM service provider and the cleaning service provider to process open measures including on-site inspections  
-Support for invoice processing (SAP Readsoft / MyMarket)  
- Assisting in the organisation, planning and supervision of assignments by external companies in the field of maintenance  
-Documentation work (e.g. filing of maintenance work that has been carried out)  
  
Your qualifications:  
  
-Customer and problem solving orientation  
-Flexibility and teamwork  
-Good written communication skills  
-Ideally knowledge of SAP, Office and Excel  
  
About Hays:  
  
True financial experts are rare, in great demand and therefore have a high market value. Whether it's in Accounting, Controlling, Corporate Banking, Interim Management, Treasury or Risk Management - Hays will open doors for you and advise you completely free of charge regarding your next career move. By drawing on your interests and personal expertise, we will find the right job for you. Register with us and reap the benefits of interesting job offers that match your skills and experience. We look forward to hearing from you! Commercial assistant/business assistant - office/secretariat Hays plc is one of the world's leading personnel service providers for the recruitment of highly qualified specialists. Hays is active in both the private and public sectors and provides specialists for permanent positions, project work and temporary employment. The company employs more than 11,000 people in 33 countries worldwide and generated sales of EUR 6.50 billion in the 2017/2018 financial year. In Germany, Hays places specialists in the areas of IT, engineering, construction & property, life sciences, finance, sales & marketing, legal, retail and healthcare. 2023-03-07 16:01:26.237000