6942 9547 Commercial clerk (m/f/d) - Remote possible We are looking for a committed, reliable and motivated person for the position of a part-time commercial employee.  
This position is to be filled as part of temporary employment.  
  
Commercial clerk (m/f/d) - Remote possible  
  
Your tasks:  
 • You are responsible for the office organization and general administration of the company  
 • You create invoices, offers and order confirmations  
 • You process incoming orders and ensure that the products are delivered on time  
 • You are the contact person for our customers and suppliers and process inquiries and complaints  
 • You support management in administrative matters such as preparing meetings and creating presentations  
 • You maintain the databases and ensure correct and up-to-date documentation  
 • You work closely with other departments such as Sales or Production and are responsible for smooth communication and collaboration  
  
Your qualifications:  
 • Completed commercial training or comparable qualification  
Experience in a similar position would be an advantage  
 • Good knowledge of the common MS Office programs and ideally experience in dealing with ERP systems  
 • Confident written and spoken German and English skills  
 • A high level of customer and service orientation as well as a structured and independent way of working  
 • Ability to work in a team, resilience and flexibility  
  
What she expects:  
 • A demanding and varied job in a dynamic company  
 • An open and collegial working atmosphere with flat hierarchies  
 • Good development opportunities and further training opportunities  
 • A performance-based salary and attractive social benefits  
  
Then we should definitely get to know each other! Please send us your CV preferably via our online application platform or via the email address below and we will get in touch with you.  
  
We welcome applications from people who contribute to the diversity of our company. Commercial Specialist Adecco Personaldienstleistungen GmbH  
Day after day, Adecco Personaldienstleistungen GmbH brings people and companies together throughout Germany. With its nationwide network, it looks after a broad customer portfolio across all sectors, from medium-sized companies to international corporations. Core services are employee leasing, personnel placement, in-house outsourcing, consulting, on-site management as well as occupational safety and prevention. Thanks to the in-house personnel development program "Adecco Career Up", the company has exceptional expertise in employee qualification.  
Further information can be found on the Internet at www.adecco.de 2023-03-07 16:04:47.685000