6259 8864 Commercial clerk (m/f/d) for the petrol station sector Looking for a dream job?  
For our customer, a well-known mineral oil company, we are looking for a commercial clerk (m/f/d) with immediate effect.  
  
The position will be filled via the area of ​​employee leasing. Acceptance is possible if suitable.  
  
We offer you  
 • A permanent job  
 • Payment according to the iGZ-DGB tariff  
 • Wage benefits such as vacation and Christmas bonuses  
 • Free high-quality protective equipment  
 • A permanent employment contract  
 • Exclusive employee benefits (e.g. at Adidas, Apple, Sky, Weg.de and many more)  
  
your area of ​​responsibility  
 • Create and update TS administrator/partner contracts  
 • Process control for new openings/change of manager/TS closure in the systems  
 • Checking security for the operation of the gas station and implementation with specialist departments  
 • Checking and processing of invoices, real estate taxes and monitoring of the agreed payment transactions  
 • Preparation of reminders and warnings  
  
your profile  
 • Completed 3-year commercial vocational training  
 • Min. 1 year of professional work experience  
 • Good knowledge of SAP  
 • Very good Excel skills and additional MS Office user skills  
 • German spoken and written  
  
Have we piqued your interest?  
Then please send us your detailed application. You are also welcome to contact us in advance by telephone.  
  
We offer open applicant consultation hours on Tuesdays and Wednesdays from 9:30 a.m. to 2:00 p.m. Feel free to visit us with your application documents. Prior appointments are not necessary.  
  
We are committed to employing severely disabled people. For this reason, severely handicapped persons and those of equal status are given preferential consideration if they are equally qualified.  
  
We look forward to seeing you! Clerk - office communication None 2023-03-07 16:03:24.128000