3268 5873 Commercial clerk (m/f/d) specialist ARWA Personaldienstleistungen GmbH is a leading personnel service provider with a nationwide branch network.  
  
On behalf of our customer, we are looking for motivated and committed employees as commercial employees (m/f/d) in Halle as soon as possible.  
  
Professional field: office / administration  
  
Job offer type: Temporary employment  
  
Your working time is full time.  
  
Your activities as commercial clerk (m/f/d) are:  
- General office organization  
- Monitoring and ordering of office supplies  
- Meeting of cross-departmental agreements  
- Invoicing  
  
ARWA Personaldienstleistungen GmbH offers its employees a wide range of benefits such as:  
- Very good chances of being taken on  
- Overpay  
- Safe workplace  
- Payments on account  
- Discounts from over 200 well-known providers  
- Assumption of the costs for occupational medical examinations  
  
Everyone has personal strengths. Are these yours too?  
- communication skills  
- Motivation/willingness to perform  
- organizational skills  
- Independent working  
  
What are the requirements to get started at ARWA Personaldienstleistungen GmbH?  
- E-mail program Outlook (MS Office)  
- Spreadsheet Excel (MS Office)  
- Word processing (MS Office)  
  
Your professional experience as a commercial clerk (m/f/d), clerk (m/f/d), commercial specialist (m/f/d), office assistant (m/f/d), administrative clerk (m/f/d) or as Industrial clerk (m/f/d) do you excel?  
Then apply online now for this job offer.  
  
We can offer you an exciting job with a collective wage agreement, good career prospects and long-term employment options.  
  
With your application, you agree to ARWA's data protection guidelines (can be found on our homepage under “Privacy Policy”). Specialist in office management ARWA Personaldienstleistungen GmbH supports companies from almost all areas and industries with individual solutions in temporary employment, in on-site and in-house management, in outsourcing projects and in personnel placement in the search for qualified employees.  
  
Career starters with and without training, experienced specialists or returnees will find attractive and collectively agreed jobs with good career prospects in the industrial, commercial, medical and educational sectors. 2023-03-07 15:57:15.226000