6819 9424 Commercial clerk real estate service (m/f/d) Are you a communicative team player and interested in the field of housing?  
  
Then we have the right position for you!  
  
A well-known company based in Wetzlar is looking for you as a commercial clerk in real estate service (m/f/d).  
  
This vacancy is to be filled within the framework of temporary employment with the option of being taken on.  
This position is to be filled as part of temporary employment.  
  
Commercial clerk real estate service (m/f/d)  
  
Your tasks:  
 • Preparation of rental certificates, confirmations of termination and housing offers for authorities  
 • Dealing with tenant complaints  
 • Production of small orders  
 • Applying for housing advertisements at ZVS (photographing the apartment, entering the equipment, adjusting the rent and filling out forms)  
 • Creation of rental agreements  
  
Your qualifications:  
 • You have completed professional training in the commercial field  
 • You are experienced in dealing with the MS Office package and ideally have already had contact with SAP  
 • You are characterized by a communicative and team-oriented way of working  
 • Basic knowledge of the housing industry is an advantage  
  
With us, your career path becomes a personal walk of fame - we offer you exciting perspectives in the areas of assistance & secretariat, marketing, sales, HR as well as purchasing & logistics. Now click on "apply directly"!  
  
We welcome applications from people who contribute to the diversity of our company. Immobilienassistant None 2023-03-07 16:04:32.494000