7347 9952 Commercial employee back office (m/f/d) For more than 40 years, hkw has been providing temporary employment and direct placement of workers with locations in Munich and Ulm.  
  
Commercial employee back office (m/f/d)  
  
Job ID: 3124  
Location: Ulm (Danube)  
Employment type(s): full-time  
Working time: 35 - 40 hours per week  
  
We offer  
  
- Permanent employment contract with remuneration above the collective agreement  
- Reimbursement of travel expenses and variable flextime account  
- Holiday entitlement up to 30 days, as well as holiday and Christmas bonuses  
- Support for professional development  
  
For our customer we are now looking for commercial employees in the office (m/f/d). At the beginning in employee leasing with option to take over.  
  
  
Your tasks  
  
- Comprehensive customer advice for an existing customer base  
- Processing of sales orders and solution-oriented processing of complaints  
- Preparation of invoices, credit notes and cost estimates  
- General office activities  
  
your profile  
  
- Completed commercial vocational training (office clerks, clerks for office management)  
- You have already gained sales experience here and are confident in dealing with customers  
- You can demonstrate good knowledge of MS Office programs and preferably of SAP R/3  
- Independent and responsible way of working  
- Driving license class B & car an advantage  
  
Your direct contact  
  
hkw GmbH  
Mrs. Gordana Feist  
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http://www.hkw.group  
  
Department(s): Office + Communication, Sales  
Type(s) of staffing needs: Reassignment  
Collective agreement: iGZ  
Salary group: from EG 4 depending on qualification and professional experience office clerk hkw has been a down-to-earth and reliable personnel service provider with locations in Munich and Ulm for over 35 years. In Ulm, hkw is the point of contact for skilled workers in selected branches of industry. Our customers include small and medium-sized companies as well as corporations. hkw offers a wide range of tasks with an option to be taken on or by direct placement. 2023-03-07 16:05:37.182000