618 3223 Commercial employee (m/f/d) for office administration Commercial employee (m/f/d) for office administration  
  
Job ID: M-ND-28102022  
Location: Haar near Munich  
Employment type(s): full-time  
  
INTRODUCTION  
You like working in the office. Do you like direct communication just as much as working on a PC and in office administration? You prefer flat hierarchies and enjoy working in a team of specialists. If you are currently looking for a new challenge, you have come to the right place with our customer in Munich.  
  
We are now looking for a commercial employee (m/f/d) as part of direct placement  
for office administration  
  
YOUR ESSENTIAL TASKS ARE  
- General assistance and administrative tasks for the managing director, the division and IT management  
- Processing and checking incoming invoices and creating outgoing invoice documents and their follow-up  
- Project creation and project maintenance  
- Fleet management including new vehicle orders,  
- Claims settlement with insurance companies  
- Personnel administration: overtime reading, creation of certificates, vacation management, working time and vacation check  
- Preparation and follow-up of business trips including travel booking and travel expense accounting  
- Contract processing of company contracts regarding rental properties, mobile communications, Internet, etc.)  
- Complete processing of company leasing (hardware)  
- General office work (mailing, orders)  
- Coordination of appointments and organization of meetings, seminars etc.  
- Coordination facility management  
  
YOUR SKILLS  
- Successfully completed commercial training or a comparable qualification, career changers with previous commercial knowledge are also welcome  
- At least 2-3 years of professional experience in the field of clerical work/assistance  
- Secure MS Office knowledge  
- Fluency in written and spoken German  
- Think and act with foresight, enjoy office administration, loyal and secretive  
  
YOUR BENEFITS  
- Our customer is looking for a long-term surveyor (m/f/d) in Berlin or Munich, which is why the employment contract is of course open-ended. You have the opportunity to work on various projects and take on exciting tasks in the long term.  
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Comprehensive training and a position-based salary are a matter of course and a pleasant working environment in a dynamic and interdisciplinary team is already waiting for you. There is also the opportunity to take part in ongoing further training and to successfully complete it.  
  
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30 days of vacation are standard and flexible working hours and the option to work from home make it easier to combine work and family.  
  
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You can expect a modern workplace, beautiful offices with lots of light and short distances within the office.  
  
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Health is becoming an increasingly important issue these days. Only healthy employees are efficient employees and prevention protects. Therefore, additional payments to the gym are possible and you can still work out and sort your thoughts after a day at work. There are also other attractive social benefits.  
  
NEED TO KNOW  
With more than 20 years of company existence, our customer is specialized in the field of supply engineering and civil engineering. This strives to offer its customers a complete solution at the highest level in order to ensure their customer satisfaction.  
  
Have we piqued your interest?  
Then we look forward to receiving your CV in German for the position as "commercial employee (m/f/d) for office administration" stating the reference number M-ND-28102022 by email to karriere.muc@serviceline-online. de and we guarantee you a response within 10 working days!  
Our branch manager, Ms. Nicole Dietrich, will be happy to answer any questions you may have personally on the following telephone number: 089-54324940.  
  
We look forward to seeing you! Commercial Specialist Are you looking for your dream position or do you want to make a career change? We support you on your career path - with a lot of know-how, heartfelt commitment and of course the right contacts!  
  
With our help, as a long-term partner at your side, you can take your career in the desired direction. serviceline is an experienced personnel management company and has been successfully developing individual career solutions for the areas for many years  
FINANCE AND ACCOUNTING & OFFICE MANAGEMENT.  
  
We specialize in specialists and executives and offer:  
  
- temporary employment  
  
- Recruitment  
  
- Interim management 2023-03-07 15:51:48.679000