4417 7022 Commercial employees (m/f/d)\* - Germany-wide known company | Team spirit and varied tasks are waiting for you  
  
company profile  
Our customer is the central platform for official announcements and announcements as well as for legally relevant company news.  
  
area of ​​responsibility  
  
-Performing classic office tasks  
-Entering data into the internal system  
-Reconciliation and collection of data  
-Processing emails  
  
requirement profile  
  
-You have initial experience in the commercial sector  
- Very good MS Office skills  
-Accuracy & high ability to concentrate  
-Fluent knowledge of spoken and written German  
-Quick perception  
  
Compensation Package  
  
- Newcomers welcome  
-25 days vacation per year  
-Good public transport connection  
-Corporate Benefits Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:36.685000