2518 5123 Commercial office clerk (m/f/d) TIMEPARTNER - the way it works!  
We are looking for office clerks, office workers or commercial employees (m/f/d) for our customer from Bremerhaven. Are you looking for a new challenge and have you completed commercial training? Do you have an organized way of working and are you confident in using common MS Office applications? Then, we have the right job for you.  
  
Benefits we offer  
  
- permanent employment  
- Long-term assignments at renowned customer companies  
- above-tariff remuneration options (iGZ tariff)  
- Holiday and Christmas bonuses  
- Individual and personal support  
  
  
your area of ​​responsibility  
  
- General correspondence  
- Supporting activities of the commercial departments  
- Creation of presentations and statistics  
- File management and filing  
- Processing incoming mail  
- Preparation of meetings and their follow-up  
- Organization of events and business trips  
- Appointment organization and coordination  
  
  
your qualifications  
  
- Completed vocational training as an office management clerk (m/f/d) or comparable  
- Previous work experience desirable  
- Knowledge of MS Office  
- Good English knowledge  
- Ability to work in a team and reliability  
- Driving license class B  
  
  
Contact  
Have we made you curious? Then we look forward to receiving your application documents and will be happy to answer your questions from Monday to Friday between 8 a.m. and 5 p.m.  
TimePartner Personalmanagement GmbHBürgermeister-Smidt-Strasse 10427568 Bremerhaven  
You can find out more about TIMEPARTNER and other jobs at: www.timepartner.com  
We look forward to getting to know you!  
  
TIMEPARTNER is a successful personnel service provider and is one of the top 5 personnel service providers in Germany. Our team is looking for motivated and committed employees for well-known companies at over 180 locations regionally and nationally.  
We offer exciting jobs with attractive pay, good career prospects and the option to be taken on. Businessman - office management None 2023-03-07 15:55:42.667000