5021 7626 Commercial specialist for office organization (m/f/d) BS Krohn GmbH is an owner-managed company of the nationwide operating BS  
Group.  
We rely on consistent quality standards and focus on fairness  
and individual care of our employees.  
  
We are looking for a customer in PLAnegg as soon as possible  
employee for the position  
  
Commercial specialist for office organization (m/f/d)  
  
Your tasks:  
  
\* After careful training, you are responsible for order processing, purchasing  
and organization of shipping  
\* You are the interface and support for accounting and others  
departments  
\* You are no stranger to preparing and creating reports  
\* Independent written and electronic correspondence is also included  
your area of ​​responsibility  
\* Added to this is post and e-mail processing, resubmissions and the  
telephone communication  
\* Your area of ​​responsibility includes, among other things, ensuring the  
Organizational processes or support with the introduction of internal ones  
processes  
  
Your profile:  
  
\* You have completed commercial training or a  
Comparable qualification e.g. office clerk, business administrator  
\* You work carefully and precisely and have very good knowledge of  
MS Office applications (Word, Outlook, Excel, PowerPoint)  
\* Knowledge of Lexware is helpful  
\* You should have no problems with the English language  
  
Your advantages:  
zero office clerk None 2023-03-07 16:00:51.556000