5211 7816 Designassistant (m/w/d) -The customer company is a renowned service provider in the field of energy optimization and renewable energies  
Project assistant (m/f/d)  
  
Your tasks:  
  
-Administrative Activities  
-Review of offers, contracts and invoices  
-Correspondence with technicians  
-Ordering  
- Order processing  
  
Your qualifications:  
  
-Successfully completed commercial vocational training  
-Professional experience in a comparable position or as an assistant  
- Sound knowledge of using the MS Office package  
-SAP knowledge  
  
Your advantages:  
  
-Flexible working hours  
-Home office option  
- Canteen on site  
-Advancement Opportunities  
  
About Hays:  
  
Real financial specialists are rare, very much in demand and their market value is correspondingly high. Whether in the area of ​​accounting, controlling, corporate banking, interim management, treasury or risk management, Hays can open doors for you and will be happy to advise you on your next career step, free of charge. Depending on your interests and ideas and depending on your experience, we will find the right job for you. Register and benefit from interesting and suitable positions and projects. We look forward to seeing you. project assistant Hays plc is one of the world's leading personnel service providers for the recruitment of highly qualified specialists. Hays is active in both the private and public sectors and provides specialists for permanent positions, project work and temporary employment. The company employs more than 11,000 people in 33 countries worldwide and generated sales of EUR 6.50 billion in the 2017/2018 financial year. In Germany, Hays places specialists in the areas of IT, engineering, construction & property, life sciences, finance, sales & marketing, legal, retail and healthcare. 2023-03-07 16:01:14.969000