5164 7769 Development axle/brake/strength & wheels Secretary of Development Axle/Brake/Fatigue Strength and Wheels (m/f/d)  
  
Your tasks:  
  
- Secretarial tasks with independent processing of business transactions  
Consideration and application or interpretation of regulations and guidelines  
-Agreement, coordination and monitoring of appointments as well as self-employed  
Obtaining information and documents  
-Organization of committees such as agenda collection, invitation, participation as committee manager, logging and follow-up  
- Obtaining offers from the service provider, recording requirements in the ERP system, tracking them until the order is created and reporting back in coordination with those responsible in the accounting system, including budget monitoring  
-Booking and checking of business trips as well as preparation of travel expenses for all tasks in the  
Topic factory integration of the entire axle as part of the vehicle project goals  
  
Your qualifications:  
  
-Completed vocational training as an office communication clerk, secretary or similar  
Training  
-Experience in the secretariat desirable  
-Very good knowledge of the use of modern word processing and communication systems such as MS Office and, if applicable, SAP  
- Exemplary contact and communication behavior, teamwork as well as independent and structured action and organization  
- High commitment, team spirit and flexibility  
  
Your advantages:  
  
-Remuneration according to one of the most attractive collective agreements in the industry (iGZ)  
- Annual leave entitlement of 30 days  
-Generous working time account with the possibility of payment from a certain number of hours  
- Subsidies for direct insurance (as a company pension scheme)  
-Professional and trusting cooperation  
-Annual employee events  
  
About Hays:  
  
With our many years of recruiting experience and our knowledge of the engineering personnel market, we offer specialists and managers from engineering and the technical environment a strong partnership. Because through our intensive relationships and networks across all industrial sectors, we can arrange exciting projects and attractive positions for you as engineering specialists. Depending on your interests and your experience and qualifications.  
You benefit from professional support from the first contact to the start of your new project or your new position - and of course this is completely free of charge.  
Register and look forward to interesting and suitable positions and projects. Commercial assistant/business assistant - office/secretariat 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 16:01:09.169000