6173 8778 Employee at the housing benefit authority in the district office of Münster (m/f/d) Can you identify with our motto "Stuttgart by profession"? Then you will find ideal development opportunities in the state capital of Stuttgart!  
 The diversity of our professional fields is also reflected in our diverse staff composition. With us, all applicants (m/f/d) are equally valuable and welcome. We also welcome applications from severely disabled and equal opportunities. Part-time work is also possible in full-time positions, unless otherwise stated in the advertisement.  
  
Employee at the housing benefit authority in the district office of Münster (m/f/d)  
  
We are looking for an employee for the housing benefit office of the Stuttgart-Münster district office as soon as possible. The position is to be filled indefinitely.  
Around 16,000 employees shape public life in the state capital of Stuttgart and ensure that everything runs smoothly in the boiler. At www.stuttgart.de/karriere you will find all the important information about our wide range of career and development opportunities.  
  
The housing benefit according to the Housing Benefits Act is a subsidy towards the costs of self-used living space for households that cannot bear these costs themselves. It serves to economically secure appropriate and family-friendly housing. The energy crisis has made housing benefit even more important. From 2023, the Housing Benefit Plus Act will help many more households than before. Support our team in the current and future challenges!  
  
Your main tasks:  
Creation of paper files, files and processes in the specialist procedure as well as digitization of incoming mail that arrives in paper form  
Giving status information and general non-case-related information on the subject of housing benefit to Stuttgart citizens by telephone or e-mail, making appointments  
Processing of initial and further benefit applications for the rent subsidy for households that only have pension income, ready for signature  
Maintenance of digital e-files and files in paper form by assigning incoming mail and notices  
Digitization of inventory files  
  
A change or addition to the area of ​​responsibility remains reserved.  
  
Your profile:  
Administrative clerk, first examination according to the pay scale, social security clerk, judicial clerk, clerk for office management or a comparable three-year apprenticeship, in each case also if the final examination will take place soon  
safe dealings with citizens  
good knowledge of spoken and written German  
Willingness and ability to cooperate, ability to work in a team  
Professional experience in public service is an advantage  
  
Look forward to:  
a future-proof job  
Work-life balance through flexible working time models  
Personal and professional development through a comprehensive range of advanced training courses  
Health management and sports offers  
a subsidized public transport ticket  
employer-funded pension  
Independent work in a committed and open-minded team  
Opportunities for personal development in the area of ​​housing benefit  
  
If all personal and collective bargaining requirements are met, you will be classified in pay group 8 TVöD. A financial allowance is also granted to employees covered by collective bargaining agreements.  
For more detailed information about the activity, please contact Ms. Polinski, District Manager, on 0711 216-57483 or Mr. Schad on 0711 216-57487. If you have any technical questions, please contact Mr. Siebel from the social welfare office on 0711 216-59090.  
Please send applications to our online application portal by March 23, 2023.  
  
If an online application is not possible, you can send us your paper application, quoting the reference number 15MUEN/0003/2023, to the main and personnel office of the state capital of Stuttgart, Katharinenstraße 20, 70182 Stuttgart.  
  
In the case of a paper application, please only send us copies without plastic sleeves or similar, as there will be no return. After completion of the selection process, all documents will be destroyed.  
  
  
www.stuttgart.de/stellenangebote Administrative Clerk - Local Government None 2023-03-07 16:03:13.615000