4551 7156 Employee data entry (m/f/d) - Lateral entry into the commercial area possible|Fair payment  
  
company profile  
You like to structure and like to work for yourself - You are able to use the PC independently - Then take the opportunity to support a large company in filing and data collection! Apply with your CV and I will get in touch with you put in touch.  
  
area of ​​responsibility  
  
-Responsibility for data maintenance  
-Scanning and filing of files  
-Easy communication internally and externally  
-Structuring of internal folders  
-Maintenance of the data (e.g. from personnel files, degrees) in the system  
-Performing light office duties as required  
  
requirement profile  
  
-You have (initial) professional experience in data entry or commercial administration  
-Very good knowledge of spoken and written German  
-You are familiar with common data acquisition software and/or MSO  
- You are characterized by reliability, the ability to work in a team and an independent way of working  
  
Compensation Package  
  
-Farewell subsidy  
-Simple works  
-Flexible working hours data entry None 2023-03-07 15:59:53.120000