8487 11092 Employee (m/f/d) - Archive Are you interested in many things? Do you enjoy caring for people and are you looking for a change in your job? Then you will fit perfectly into our team at Teheim - one of the largest nursing service providers in Solingen with brilliant prospects for your professional future. And that in almost every area of ​​care: from outpatient care to care and housekeeping to short-term and day care. You will definitely not get bored with us.  
  
  
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Exciting job, but still unanswered questions? They will be happy to answer:  
Mr. Sarvin Vijayakumaran. HR management  
T. 0212 / 2 06 45-60  
M. 0176 / 18760977  
 bewerbung@teheim-solingen.de  
  
Teheim Solingen  
.  
  
Your skills  
  
\* Organizational talent, systematic and structured work  
\* Independent and responsible work  
\* Team player and committed demeanor  
\* Very good knowledge of spoken and written German  
\* Good physical condition  
\* Desirable: Experience in archival work  
  
Your tasks  
  
\* Archiving, management and maintenance of patient files within the legally required retention period  
\* Data protection-compliant destruction of patient files outside of the defined retention period  
\* Digitization of the documents if necessary  
\* Organization and space allocation of the shelving systems  
  
That awaits you  
  
\* Responsible and varied work  
\* Company cell phone for private and professional use  
\* Open and helpful colleagues  
  
Have we piqued your interest?  
We are at your disposal for further information  
at your disposal.  
We look forward to your meaningful  
Documents - gladly also by mail.  
  
contact person  
Sarvin Vijayakumaran. HR management  
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 bewerbung@teheim-solingen.de  
  
Teheim Solingen  
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home care association  
  
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