2760 5365 Executive Assistant About the job  
  
You know what you can do! As an Executive Assistant, there is hardly anything that shakes you. Perfect - because this full-time position is reserved for you as part of the recruitment process as soon as possible! A well-known law firm for commercial law offers you the full development of your skills in addition to attractive conditions. Now we just have to introduce you. We look forward to seeing you!  
  
requirement profile  
  
- Completed commercial vocational training or an equivalent qualification acquired through professional experience  
- Excellent written and spoken German skills, knowledge of English an advantage  
- Very good, routine knowledge of the use of MS Office  
- Stress resilience, reliability and commitment  
- Courteous and confident demeanor  
  
Responsibilities e.g.  
  
- Support of the departments  
- Booking and billing of trips  
- Scheduling and process coordination  
- Creation of documents and letters, partly based on dictation  
- General secretarial and filing activities  
  
We offer  
  
- Thanks to individual advice, the area, the working environment and the offers that suit you  
- Entry into your or promotion or change in your (dream) job, e.g. B. as an executive assistant  
- A regular employment contract, secure wages according to collective agreements and lots of strong additional benefits  
- You can find out more about the advantages and special features on our homepage - and in a personal conversation  
  
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About Us  
  
We find jobs for people and people for jobs. As a traditional and modern family business, we have been in Berlin since 2004 and offer individually tailored solutions in the field of personnel services. Here we have specialized in the temporary employment and personnel placement as well as the certified job placement of specialists and managers from the commercial sector.  
  
What drives us?  
  
Openness, courage and creative drive. We are always on the move, preserve our values ​​and influence the regional labor market as active shapers of the future. The result is just good work.  
  
Welcome!  
  
Have we piqued your interest?  
  
Then we look forward to receiving your comprehensive application including current certificates. This Executive Assistant job is right for you if you are also interested in Legal secretary (m/f/d) international, secretary (m/f/d), secretary (m/f/d), department secretary (m/f/d) interested.  
  
In your application, please be sure to state the reference number 6466 as well as your salary expectations and the earliest possible starting date.  
  
Please do not bother to apply for several positions that interest you. We are familiar with all our vacancies and offers and therefore always check your documents for suitability with regard to all possible possible applications with our customers based on your qualifications.  
  
contact person  
  
Team Talent Attraction  
T: +493020962523  
aventa Personnel Management GmbH  
Friedrichstrasse 95  
10117 Berlin secretary Our owner-managed company specializes in the temporary employment and placement of specialists and executives in the areas of office and administration, finance and controlling.  
  
Our customers come from all areas of business, industry and trade. These include national and international groups, large companies and medium-sized companies.  
  
For these customers, we are constantly on the lookout for qualified and committed employees either for temporary employment or for recruitment. Get to know us and see for yourself.  
  
...because staff is a matter of trust! 2023-03-07 15:56:12.624000