3607 6212 Front Office Managerin m/w/d Through experience and tradition, our client has been one of the most successful craft companies in the Bochum area for almost 100 years and would like to expand its existing workforce. We are looking for one for immediate entry  
  
Front Office Manager m/f/d  
  
Your tasks:  
  
• You manage reception proactively and independently  
• Your main task is to answer and coordinate incoming international calls  
• With your organizational skills you coordinate incoming and outgoing mail, control the distribution of mail in-house and support the back office  
  
Your profile:  
  
• You have successfully completed commercial training and have initial experience in the above-mentioned tasks.  
• You have good user knowledge of the common MS Office programs and a friendly and service-oriented demeanor.  
• Good knowledge of English is desirable.  
  
Customer information:  
  
• Size: Medium-sized company with around 120 employees  
• Head office: Bochum  
• Foundation: 1920s  
• Industry: construction industry  
• Field of activity: International  
• Starting salary in your position: 2500€ gross  
• Form of contract: Direct permanent position with a permanent employment contract  
  
You can also expect:  
  
• A weekly working time of 39.0 hours  
• 30 days holiday  
• A long-term perspective in a crisis-proof industry  
• Opportunities for further education and training as well as extensive induction  
• A free parking lot directly at the company and very good transport connections (also with public transport)  
  
General:  
  
Do you already see yourself as a future team member? Then you should not hesitate and use the application button to give us initial information about you. Please remember to state our reference no. 9936-11-H and your earliest possible starting date. If you have any questions, Ms. Jacqueline Unter Bäumer, who also accompanies the entire selection process, is available on telephone no. 0231-1087650 available.  
  
We look forward to receiving your application!  
  
Compliance with your blocking notices and absolute discretion are a matter of course for us.  
  
When you send your application, your personal data will be processed for the purpose of filling a vacancy or finding a job. You can find more information on this in our data protection information for applicants and in the data protection declaration of our website.  
  
"Gender" - note on the gender designation: The terms used in this declaration apply equally to all genders. In some places, we only use a masculine form for better readability, without wanting to favor or disadvantage one gender. receptionist None 2023-03-07 15:57:56.964000