3600 6205 Immobilienkauffrau m/w/d im Facility-Management DIRECT PERMANENT EMPLOYMENT!  
  
Our client is a medium-sized company based in Dortmund, which with around 35 employees offers comprehensive real estate management including facility management for private and commercial real estate. The team is to be strengthened in the long term.  
  
We are therefore looking for you for a permanent position as soon as possible  
  
Real estate clerk m/f/d in facility management  
  
Your benefits:  
  
• An attractive remuneration model where your work is valued  
• Flat hierarchies in a team that looks forward to your support  
• A bright and modern workplace  
• Working hours from 7:30 a.m. to 4:30 p.m. with shortened Friday (until 3 p.m.)  
• Varied activities in a crisis-proof area  
• Extensive technical and personal training and further education opportunities  
• Very good transport connections and first-class accessibility, also by public transport  
• Free parking on the company premises  
  
Your tasks:  
  
• You take care of organizational and coordinative tasks within the team. This includes correspondence in the form of classic letters and telephone calls through to e-mails, telephone service and filing in the office.  
• You monitor incoming and outgoing invoices, create invoices independently and enter delivery notes in the system. You always keep an eye on the assignment of the projects to the respective cost centers.  
  
What makes you different:  
  
• You have successfully completed commercial training, ideally as a real estate agent m/f/d, as well as initial experience in the area of ​​responsibility described.  
• You are service- and customer-oriented, have a quick and careful way of working and the ability to quickly familiarize yourself with new tasks.  
  
How it goes on:  
  
Send us your detailed application documents as soon as possible. We need the following information in any case: Our reference number: 9943-128-H, your salary expectations and your earliest possible starting date. Ms. Jacqueline Unter Bäumer will be your contact throughout the selection process. 0231 1087650 available for questions.  
  
Compliance with blocking notices and absolute discretion are a matter of course for us.  
  
We look forward to seeing you!  
  
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. office clerk None 2023-03-07 15:57:56.099000