7333 9938 Management Assistant (m/f/d) For more than 40 years, hkw has been providing temporary employment and direct placement of workers with locations in Munich and Ulm.  
  
Management Assistant (m/f/d)  
  
Job ID: 3139  
Location: Neu-Ulm  
Employment type(s): full-time  
Working time: 35 - 40 hours per week  
  
We offer  
  
  
- Permanent employment contract with remuneration above the collective agreement  
- Reimbursement of travel expenses and variable flextime account  
- Holiday entitlement up to 30 days, as well as holiday and Christmas bonuses  
- Support for professional development  
  
We are now looking for a management assistant (m/f/d) for our client. At the beginning in employee leasing with option to take over.  
  
  
Your tasks  
  
  
- Processing and control of strategic projects as well as support in ensuring the operational excellence of the location  
- Close cooperation with the management and the managers of the departments  
- Independent responsibility for costs, sales and results  
- Support in the implementation of our expansion strategy (purchase and integration of new companies)  
- Monitoring as well as processing and tracking of company key figures and KPIs  
  
your profile  
  
  
- A completed degree and/or training in combination with practical and successful work experience  
- Success orientation, determination, reliability and a high degree of social competence  
- Experience in project management and the willingness to assume responsibility and leadership  
- Distinctive hands-on mentality paired with a confident demeanor  
  
Your direct contact  
  
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Department(s): Secretariat, Assistance  
Type(s) of staffing needs: Reassignment  
Collective agreement: iGZ  
Salary group: depending on qualifications and professional experience Industrial clerk hkw has been a down-to-earth and reliable personnel service provider with locations in Munich and Ulm for over 35 years. In Ulm, hkw is the point of contact for skilled workers in selected branches of industry. Our customers include small and medium-sized companies as well as corporations. hkw offers a wide range of tasks with an option to be taken on or by direct placement. 2023-03-07 16:05:35.483000