4265 6870 Management assistant (m/f/d)- in the media sector - Regulated working hours and a working time account|An attractive salary package  
  
company profile  
My client is a national company in the broadcasting segment. He combines advertising research, radio and television programs in one house and is now looking for a management assistant (m/f/d) for the Frankfurt location. Entry into this position is planned via temporary employment with long-term options for takeover.  
  
area of ​​responsibility  
  
-Support of the management in daily business  
-Appointment coordination and planning  
- Travel organization and accounting  
-Interface and first point of contact (m/f/d) between management and external and internal contacts  
- Prepare and create presentations  
-Coordination of special projects  
  
requirement profile  
  
- Completed commercial training or a comparable qualification  
-Experienced experience in the assistance field  
-Proficient use of all MS Office applications  
- Business fluent German and good English skills  
- Excellent communication skills and organizational skills  
  
Compensation Package  
  
-An attractive salary package  
-An exciting work environment  
-Quick entry opportunities  
- Regulated working hours and a working time account  
-Diverse employee offers Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:17.950000