4321 6926 Office Manager (m/w/d) im Immobilienbereich - Salary above the collective agreement | Start in temporary employment with the option of being taken on  
  
company profile  
Our customer is a successful company from the real estate industry, which is known nationwide.  
  
-This position starts as part of temporary employment with the option of being taken on in the company  
  
area of ​​responsibility  
  
-Office manager and assistant activities such as mail management, planning and coordination of meetings and sessions, travel management, telephony  
-Administrative support of the team (e.g. creation of presentations, minutes, correspondence)  
- Technical support for projects  
-Communication interface between the departments  
- Occasional assistance at reception  
  
requirement profile  
  
-Completed commercial training or a comparable qualification with professional experience  
-Handling MS Office (especially Excel) and SAP (desirable)  
-You are motivated and quick learner  
-You are a team player  
- Knowledge of English and other languages ​​is desirable  
  
Compensation Package  
  
- Full support in the application process  
-Long-term perspective  
-Sports offer with corporate benefits  
-Gym pass  
-Central location in Hamburg  
-Travel allowance  
-Regulated working hours  
-Varied everyday work through many exciting projects  
-Takeover possible office clerk None 2023-03-07 15:59:24.876000