2750 5355 Office Manager m/w/d About the job  
  
For our long-standing client, a medium-sized planning and consulting company, we are looking for a part-time office manager (m/f/d) as part of the personnel placement. The vacancy should be filled with 30-35 hours/week.  
  
A challenging and varied job awaits you here, in which you can fully immerse yourself.  
  
requirement profile  
  
- Successfully completed vocational training with a commercial background  
- First professional experience as Office Manager (m/f/d)  
- Business fluent knowledge of German (oral/written)  
- Good knowledge of Word, Excel and Outlook  
- organizational skills  
  
area of ​​responsibility  
  
- Classic office management  
- Process optimization of office processes  
- Interface (m/f/d) to management  
- Appointment management and appointment control  
- Office supplies ordering and office supplies management  
  
We offer  
  
- Thanks to individual advice, the area, the working environment and the offers that suit you  
- Entry into or advancement or change in your (dream) job as Office Manager (m/f/d)  
- A regular employment contract, secure wages according to collective agreements and lots of strong additional benefits  
- You can find out more about the advantages and special features on our homepage - and in a personal conversation  
  
About the job  
  
For our long-standing client, a medium-sized planning and consulting company, we are looking for a part-time office manager (m/f/d) as part of the personnel placement. The vacancy should be filled with 30-35 hours/week.  
  
A challenging and varied job awaits you here, in which you can fully immerse yourself.  
  
About Us  
  
We find jobs for people and people for jobs. As a traditional and modern family business, we have been in Berlin since 2004 and offer individually tailored solutions in the field of personnel services. Here we have specialized in the temporary employment and personnel placement as well as the certified job placement of specialists and managers from the commercial sector.  
  
What drives us?  
  
Openness, courage and creative drive. We are always on the move, preserve our values ​​and influence the regional labor market as active shapers of the future. The result is just good work.  
  
Welcome!  
  
Have we piqued your interest?  
  
Then we look forward to receiving your comprehensive application including current certificates. This job as Office Manager (m/f/d) suits you if you are also interested in Office Assistant (m/f/d), Office Employee (m/f/d)  
  
or office management specialist (m/f/d).  
  
In your application, please be sure to state the reference number 6386 as well as your salary expectations and the earliest possible starting date.  
  
Please do not bother to apply for several positions that interest you. We are familiar with all our vacancies and offers and therefore always check your documents for suitability with regard to all possible possible applications with our customers based on your qualifications.  
  
contact person  
  
Your recruiting team  
  
T: +493020962523  
  
aventa Personnel Management GmbH  
  
Friedrichstrasse 95  
  
10117 Berlin Office assistant Our owner-managed company specializes in the temporary employment and placement of specialists and executives in the areas of office and administration, finance and controlling.  
  
Our customers come from all areas of business, industry and trade. These include national and international groups, large companies and medium-sized companies.  
  
For these customers, we are constantly on the lookout for qualified and committed employees either for temporary employment or for recruitment. Get to know us and see for yourself.  
  
...because staff is a matter of trust! 2023-03-07 15:56:11.388000