1420 4025 Office Manager\*in (m/w/d) f. Kundenmanagement We are looking for: Office Manager (m/f/d) for customer management in 76189 Karlsruhe!  
  
We have been a traditional company in Karlsruhe for sanitary and heating systems since 1912. We see progress as a matter of course. We are constantly expanding our range of services and learning something new every day. Do you want that too? Then you are right with us.  
  
Apply now as an Office Manager (m/f/d) for customer management  
  
What we offer:  
  
• Well paying full time job  
• Exciting and varied field of work  
• Opportunities for further training and advancement  
• Fair and friendly working environment  
• A team that takes you seriously  
• Flexible working hours  
  
What you can do for us:  
  
• Customer Communication  
• Customer service  
• Quoting and billing of customer service and maintenance orders  
• Appointment management  
• Customer Communication  
• Order and complaint processing  
• Master data maintenance  
• Monitoring of open orders  
  
What you need:  
  
• Completed training (commercial or technical)  
• Professional experience in the craft industry is desirable, but not essential  
• Reliability  
• A certain demand on yourself  
• Repartee  
• Confidence Stone  
• Punctuality  
• Organizational skills  
  
Does this all sound good? Then we look forward to hearing from you!  
  
Please apply directly online by clicking on the "Apply now for this position" button  
  
Do you have any questions? Simply get in touch with your contact person - you will find the contact details below. We will arrange an appointment with you and conduct an initial preliminary talk  
  
Then we get to know each other personally and discuss all the details  
  
NEYC Consulting is Werling GmbH's recruiting partner and the first point of contact for applicants. We are available for all questions and ensure that the application process is open, authentic and value-oriented.  
  
Sebastian Barton's contact details are below.  
  
Other contact options:  
  
Werling GmbH  
Mr. Markus Bräuninger, CEO  
Industriestr. 19  
76189 Karlsruhe  
  
0721- 93174 - 12  
m.braeuninger@werling.de  
  
All job advertisements are always aimed at male, female and diverse applicants, regardless of age, gender, origin, sexual orientation, disability, religion and ideology. Applicants are selected solely on the basis of their qualifications. Businessman - office management We, NEYC Consulting, are your empathetic and solution-oriented personnel consultancy. For many years we have been improving internal processes in order to be able to offer our customers the best staffing and recruitment solutions. We develop successful recruitment solutions for our customers and support companies from various industries in their search for the right employees.  
We are actively looking for the dream job for our applicants. Applicant management is free, discreet and anonymous. Apply to our open vacancies or send an unsolicited application. 2023-03-07 15:53:27.641000