6295 8900 Office assistant (m/f/d) data entry gold correctly stands for equal opportunities, seriousness and team play in a modern working world.  
Become part of the gold right team as an employee on customer assignments!  
  
Office assistant (m/f/d) data entry  
  
Location: Essen, Ruhr  
Employment type(s): full-time  
Working time: 35 - 40 hours per week  
  
Tasks, competencies and responsibilities  
- Entry of invoice data in the system  
- Checking the data for completeness  
- Add missing data  
  
Personal requirements and social skills  
- No previous knowledge required (you will be prepared for the activities as part of a training course)  
- Good PC skills  
- You work in an employee-friendly flextime model and you can start between 05:00 - 09:00  
  
  
We are pleased to meet you!  
  
Employer Benefits/Corporate Offer  
- Excellent customer companies, short commutes  
- Long-term assignments with the prospect of being taken on  
- Permanent employment relationship  
- Very good pay with collective agreement protection  
- Industry surcharges, allowances, bonuses  
- Holiday and Christmas bonuses, further training  
- Capital-forming benefits, spot-on company pension  
- Easy collaboration thanks to zvoove Work, the JobApp, and web portal  
- Exclusive conditions with Germany's leading fitness chain  
- Purchasing advantages via the gold right cooperations  
  
  
You too can entrust your case to the right person recruitment agent and apply!  
  
Contact details for job advertisement  
gold correctly personal GmbH  
Your contact person:  
Karen Becker-Klimmeck  
Kettwiger Strasse 45  
45127 food  
+49 (0)201 33099000  
  
You are also welcome to send us your application documents by email (max. 10 MB) to bewerbung-essen@goldricht-personal.de.  
  
Department(s): Back Office  
Type(s) of personnel requirements: Temporary employment  
Collective agreement: iGZ data entry None 2023-03-07 16:03:28.515000