2752 5357 Office assistant m/f/d with immediate effect About the job  
  
For one of our long-standing customers and partners, a well-known Berlin university, we are urgently looking for a full-time office assistant (m/f/d). You would start as part of the temporary employment and could secure the opportunity to be taken on in a permanent and unlimited employment relationship during the probationary period. The focus of the work lies in the general office support in the department concerned.  
  
requirement profile  
  
- A completed commercial apprenticeship or sound professional experience as an office assistant (m/f/d) in the commercial area  
- Fluent written and spoken German  
- Solid knowledge of Word and Outlook  
- Enjoy working in a team and work diligently  
  
area of ​​responsibility  
  
- Completion of general office activities such as answering the phone and processing mail  
- Provision of initial information to interested parties  
- E-mail processing and forwarding  
- Preparation and compilation of papers and documents for meetings  
- Scanning and digitizing tasks  
  
We offer  
  
- Thanks to individual advice, the area, the working environment and the offers that suit you  
- Entry into your or promotion or change in your (dream) job as an office assistant (m/f/d) with immediate effect  
- 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  
  
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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 an office assistant (m/f/d) from now on suits you if you are also interested in office assistants (m/f/d),  
  
Office assistant (m/f/d) or office specialist (m/f/d).  
  
In your application, please be sure to state the reference number 6384 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 clerk 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 15:56:11.634000