4326 6931 Office assistant (m/f/d)- at an asset manager - An attractive salary package|Option to be taken on  
  
company profile  
My client, an established company in the banking sector with a focus on asset management. For the Frankfurt location, I am now looking for an office assistant (m/f/d) as part of temporary employment. There is a long-term option to take over.  
  
area of ​​responsibility  
  
-General correspondence  
- Taking care of the reception  
-Support of the office manager in administrative tasks but also in special tasks and individual projects  
-Organization of appointments and meetings as well as their preparation and follow-up  
- Office organization and purchasing  
- Record keeping and document management  
- Support for fleet management  
  
requirement profile  
  
- Completed commercial training or a comparable qualification  
- First professional experience in the assistance area or the reception  
-Proficient use of common Microsoft Office applications  
- Excellent team and communication skills  
-Fluent German and English skills  
-Service orientation and service concept complete your profile!  
  
Compensation Package  
  
-An attractive salary package  
-Varied activities in an international environment  
-Quick entry opportunities via temporary employment  
- Option to take over  
-Exciting employee benefits  
-Professional support in the application process office clerk None 2023-03-07 15:59:25.484000