1363 3968 Office assistant wanted for our career ladder Are you looking for new tasks?  
  
Then you are exactly right in our team.  
  
We are looking for the management teams (internal) of various branches.  
  
It is not important what you have done so far, what is important is that you want to make a difference, to achieve something.  
  
We train you, teach you, accompany you on your way to success.  
  
You will learn everything you need to know during the good induction period through and with us.  
  
your future area of ​​responsibility  
  
Reception in person and on the phone  
  
Nice conversations with visitors, applicants and employees  
  
Maintaining the IT master data of applicants and customers  
  
Varied office work  
  
We offer you  
  
A full-time position from Monday to Friday 8 a.m. to 4:30 p.m  
  
Good development opportunities  
  
your profile  
  
You are interested and have experience with MS Office programs.  
  
They like to talk on the phone and are sociable.  
  
You have a friendly telephone voice and are highly motivated.  
  
In short, you are a communication talent.  
  
Does that sound good? Then apply now. We look forward to seeing you!  
  
Online or by email  
  
If you have any questions in advance, our team is at your disposal or take a look at our website www.mobilpersonal.de  
  
Then we get to know each other personally and discuss all the details.  
  
Your mobile personal team Office assistant None 2023-03-07 15:53:20.606000