5024 7629 Office clerk f/m/d in public service BS Fischer GmbH is the personnel service provider that has set itself the goal  
has found the right job for you in the right company. With us  
there are no changing assignments, even short-term orders  
are occupied are not a priority for us. Our customers take over  
Employees after a short time in long-term and future-oriented  
Working conditions. With more than 20 years of industry experience, we can  
an average of around 50 takeovers per year. Experience the  
Personal service and start your next one with us  
professional steps.  
  
The customer company is a municipal company from the beautiful city  
Hamelin. It is an amalgamation of different institutions  
social life in the region and the city, in this part of the company  
Events such as conferences and training courses are often held here. The following  
Position to be filled at short notice:  
  
Office clerk f/m/d in public service for the general  
processing  
  
Your future area of ​​responsibility:  
  
\* You carry out all clerical activities in the facility.  
\* The invoice verification and invoice forwarding is part of the  
Task.  
\* Support for planned events and meetings.  
\* Preparation of meetings such as the compilation of  
participant documents.  
\* You coordinate appointments and give the participants (f/m/d) the  
various information.  
  
What sets you apart:  
  
\* You have already gained your first experience in the office area a kfm.  
Education is an advantage.  
\* Good computer skills, confident handling of MS Office programs  
of course.  
\* If you have mastered the basics of simple accounting it would be  
perfect, but not a must.  
\* You can structure yourself and your everyday work well.  
\* A friendly, binding and confident demeanor, cooperation and  
Ability to work in a team, negotiation skills and creativity, flexibility in dealing with  
changing requirements are no problem for you.  
  
What makes the job interesting for you:  
  
\* You will be familiarized with your new tasks in a thorough and organized manner.  
\* Benefit from the family environment and development opportunities.  
\* Cooperation at eye level is the same for us and also for the customer  
as important as individual training measures.  
\* The employer is absolutely future-proof, relocations,  
Site closures, short-time work and downsizing are absolutely foreign words.  
\* The job is initially available as part of temporary employment  
occupy, but no changing assignments, a takeover is after a short time  
planned!  
\* The position is full-time, part-time is possible  
But agreement is also possible. office clerk None 2023-03-07 16:00:51.928000