1467 4072 Office clerk (m/f/d) back office full-time (unlimited) We look forward to your application as:  
  
Office clerk (m/f/d) back office full-time (unlimited) in 89340 Leipheim for direct placement in permanent employment!  
  
Brief introduction to the customer  
  
Our customer has the future topic of regenerative energy on the flag, focus on photovoltaics and storage systems. This topic is a top topic with a top future in the next few years.  
  
Our customer is one of the best specialist companies in the region, has been on the market for over 15 years and has clear growth ideas for the future. The electrical team currently consists of 25 employees, of which 7 assembly teams of 2 people are out in the field. We are looking for another team assistant for our good customer. (m/f/d)  
  
The Benefits:  
  
• Our customer's advantage is open communication, the ability to work in a team and openness to modern means of communication. Since digitization is becoming more and more important for our company, the highest level of affinity is required here. Whether male or female, if the basis is right and we fit together as people, it can be the right challenge for you.  
  
The tasks:  
  
• Support in our back office order processing  
• Coordination of appointments with our customers  
• Documentation in our systems  
• Monitoring of adherence to deadlines in our systems  
• Consultation with project participants and consultation with end customers  
• Customer satisfaction surveys  
• Coordination of e-mail inbox  
  
Your qualification:  
  
• You have very good knowledge of Outlook, Excel and Word  
• You have a structured way of working  
• You have gained good experience in dealing with end customers  
• You show a service-oriented and entrepreneurial way of thinking  
• You are an organizational talent and can also tolerate the craftsman's tone  
• You have the ability to work in a team and keep an overview even in hectic times  
  
Onboarding & flight altitude  
  
As a new team member, you will receive the support of experienced colleagues from day one to quickly reach flight altitude.  
You will be introduced to the big challenges with smaller projects. Further knowledge building takes place through internal and external training courses.  
  
This is how it goes!  
  
Please apply directly online by clicking on the apply now for this position button.  
If you have any questions, use the contact details of your contact person in advance.  
We make an appointment with you, get to know each other personally and discuss all the details.  
  
Would you like to change? That stays between us!  
  
If you are in an employment relationship that has not been terminated, we will of course assure you of the utmost confidentiality of your application.  
  
Telephone interviews and job interviews can also take place after work  
  
Not the right job?  
  
The job doesn't quite suit you or you would like to take other steps?  
We look for the right challenge for you, stress-free, free of charge and discreet.  
Thanks to our broad network, we also have access to the hidden job market. Our network Your benefit!  
  
We are your empathetic and solution-oriented HR consultancy specializing in recruiting.  
For many years we have been improving internal processes in order to be able to offer our customers the best staffing and recruitment solutions.  
We have successfully accompanied many of them in personnel matters for several years and support you in finding the best talent.  
  
We accompany our applicants free of charge, anonymously and discreetly through the entire application process.  
  
All job advertisements are always aimed at male, female and diverse applicants, regardless of age, gender, origin, sexual orientation, disability, religion and ideology. Applicants are selected solely on the basis of their qualifications.  
  
Does that sound good? Then apply now. We look forward to seeing you! Merchant - wholesale and foreign trade manag. (Wholesale) We, NEYC Consulting, are your empathetic and solution-oriented personnel consultancy. For many years we have been improving internal processes in order to be able to offer our customers the best staffing and recruitment solutions. We develop successful recruitment solutions for our customers and support companies from various industries in their search for the right employees.  
We are actively looking for the dream job for our applicants. Applicant management is free, discreet and anonymous. Apply to our open vacancies or send an unsolicited application. 2023-03-07 15:53:33.419000