1454 4059 Office clerk (m/f/d) full-time or part-time We look forward to your application as:  
  
Office clerk (m/f/d) full-time or part-time in 82061 Neuried for direct placement in permanent employment!  
  
For many years we have been doing creative garden work for our customers. Environmental protection is important to us. Plants are our passion, well-trained staff is our important capital. As an entrepreneur-managed center for plants and horticulture, we lead the market in the greater Munich area.  
  
The Ries garden center - a paradise in Munich-Neuried  
  
An unbelievable 2,500 different types of plants as well as a huge selection of garden accessories and technical equipment are available to you on more than 10,000 square meters. Make use of our advice! Shapely and useful accessories turn house and garden into a feel-good paradise!  
  
We are Plant Ries' recruiting partner, so we ask that you refrain from calling Plant Ries directly!  
  
This is what you are offered:  
  
• Cool, family team  
• Modern machinery  
• Training opportunities  
• Employee events  
• Performance-related and fair payment  
  
Your profile:  
  
• You have successfully completed your commercial training and have gained at least 3 years of experience as a commercial all-rounder, ideally in a family business  
• You are friendly, well-organized, appreciate the collegial cooperation in a team and love the variety in your job.  
• You have good MS Office skills, which you are also happy to use skillfully.  
  
Your future area of ​​responsibility:  
  
You should be an all-rounder (m/f/d) who can handle casual communication, in person, by telephone and email, as well as all the activities that arise in the office, such as:  
  
• Maintaining personnel files  
• Pre-accounting as well as incoming and outgoing invoice control  
• Preparation of payment transactions  
• Prepare the bookkeeping, payroll accounting and human resources for the tax office  
• Preparation and follow-up of the checkout for the garden center  
• Banking  
  
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  
  
We are the empathetic and solution-oriented personnel 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! office clerk 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 15:53:31.817000