861 3466 Office clerk (m/f/d) full-time We are looking for a reliable full-time office clerk (m/f/d) for one of our well-known customer companies.  
  
Your tasks:  
- Processing of orders, offers, invoices and contracts  
- Coordination and organization of meetings, conferences and conventions  
- General office work and office organization  
- Coordination of administrative processes  
- Receiving and forwarding phone calls  
- Processing incoming and outgoing mail  
  
You bring:  
- Training in the commercial sector  
- Office experience  
- Computer knowledge  
- Good communication skills  
  
Your advantages with us:  
- Collective bargaining guarantee in accordance with iGZ-DGB collective agreement with transparent and higher wages, continuous increase in pay, flexibility through a working time account and Christmas and vacation bonuses guaranteed by collective bargaining and up to 30 days of annual vacation  
- Customized and overtariff allowances  
- Benefit from attractive employee discounts for more than 800 well-known brands such as Apple, adidas, Sixt and many more.  
- Attractive bonus system with a bonus payment of up to €300  
- Company health management as well as further training and qualification measures through our GeAT Academy  
  
  
Interested?  
  
Apply now. We look forward to seeing you!  
  
Benefit from 25 years of experience in personnel services! Take your chance now and start your professional future together with us!  
  
Once the recruitment process has been completed, applications that have not been considered or stored data will be duly destroyed in compliance with data protection. office clerk None 2023-03-07 15:52:18.490000