3856 6461 Office clerk (m/f/d) in environmental services Office clerk (m/f/d) in environmental services  
  
Full or part time  
  
Everyone is different and together we are strong. We make sure that tasks and skills are well coordinated and that a suitable working environment offers the necessary framework for good performance. This is how interested people become satisfied new team members who want to stay. With us and with our customers.  
jobtimum for leasing | Mediation | Advice  
  
HERE YOU WILL WORK  
  
We are looking for a sustainable and regionally anchored service provider from the environmental sector in the public sector, an office clerk (m/f/d) full-time or part-time.  
  
THOSE ARE YOUR TASKS  
  
• You will take on various administrative and organizational tasks in the areas of administration, accounting and human resources  
• You will process incoming and outgoing mail and order office supplies as needed  
• You support with preparatory accounting activities and get to know the invoicing and dunning process  
• In addition, you will be involved in the maintenance and digitization of personnel files and conduct research for the team  
  
WITH THIS YOU CAN POINTS  
  
• You have completed your training as an office clerk and would now like to gain your first professional experience  
• You are also confident in the common MS Office programs and are open to getting to know new programs  
• You impress with your ability to work in a team, your open-minded nature and your committed way of working  
• Finally, you enrich the team with your organizational skills and your empathetic nature  
  
DOES NOT FIT?  
  
You would actually like to do something different, but also use your experience? Apply proactively. jobtimum offers your application more than just a chance.  
UNSOLICITED APPLICATION  
  
JOB DETAILS  
  
Job category:  
  
office management  
  
Workplace:  
  
Bremen  
  
Working hours:  
  
Full-time Part-time  
  
Employment:  
  
Permanent employment  
  
Compensation:  
  
Attractive remuneration  
  
YOUR ADDED VALUE  
  
▪ Mobile working by arrangement  
  
▪ Opportunity to take over  
  
▪ Personal care  
  
▪ Flexible working hours  
  
▪ Applicant training  
  
WE ARE ON RECEIVING  
  
Our address is aimed at all members of society. Businessman - office management None 2023-03-07 15:58:27.570000