2730 5335 Office clerk m/f/d part-time About the job  
  
We are currently and urgently looking for an office clerk (m/f/d) for our customer, a federal office in Berlin. This is a part-time position with 30 hours/week which you can organize flexibly.  
  
Apply directly to bewerbung@aventa-berlin.de!  
  
requirement profile  
  
- Commercial vocational training + in-depth specialist knowledge as an office clerk (m/f/d)  
- Fluent German language skills at at least C1 level required  
- Good knowledge and routine handling of MS Office programs  
- Structured way of working  
  
area of ​​responsibility  
  
- Sending flyers and newsletters  
- Support for clerks (m/f/d) in the department  
- Processing of correspondence  
- Event management  
- Organization of team meetings  
  
We offer  
  
- Thanks to individual advice, the area, the working environment and the offers that suit you  
- Entry into your or promotion or change in your (dream) job office clerk (m/f/d) part-time  
- A regular employment contract, secure wages according to collective agreements and lots of strong additional benefits  
- You can find out more about the advantages and special features on our homepage - and in a personal conversation  
  
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About Us  
  
We find jobs for people and people for jobs. As a traditional and modern family business, we have been in Berlin since 2004 and offer individually tailored solutions in the field of personnel services. Here we have specialized in the temporary employment and personnel placement as well as the certified job placement of specialists and managers from the commercial sector.  
  
What drives us?  
  
Openness, courage and creative drive. We are always on the move, preserve our values ​​and influence the regional labor market as active shapers of the future. The result is just good work.  
  
Welcome!  
  
Have we piqued your interest?  
  
Then we look forward to receiving your comprehensive application including current certificates. This part-time office clerk (m/f/d) job is right for you if you are also interested in clerk (m/f/d),  
  
Commercial clerk (m/f/d) or clerk (m/f/d) interested.  
  
In your application, please be sure to state the reference number 6332 as well as your salary expectations and the earliest possible starting date.  
  
Please do not bother to apply for several positions that interest you. We are familiar with all our vacancies and offers and therefore always check your documents for suitability with regard to all possible possible applications with our customers based on your qualifications.  
  
contact person  
  
Your recruiting team  
  
T: +493020962523  
  
aventa Personnel Management GmbH  
  
Friedrichstrasse 95  
  
10117 Berlin office clerk Our owner-managed company specializes in the temporary employment and placement of specialists and executives in the areas of office and administration, finance and controlling.  
  
Our customers come from all areas of business, industry and trade. These include national and international groups, large companies and medium-sized companies.  
  
For these customers, we are constantly on the lookout for qualified and committed employees either for temporary employment or for recruitment. Get to know us and see for yourself.  
  
...because staff is a matter of trust! 2023-03-07 15:56:08.915000