7438 10043 office clerk (m/f/d) For more than 40 years, hkw has been providing temporary employment and direct placement of workers with locations in Munich and Ulm.  
  
Office clerk (m/f/d)  
  
Job ID: 3141  
Location: Ulm (Danube)  
Employment type(s): full-time  
Working time: 35 - 40 hours per week  
  
We offer  
  
  
- Permanent employment contract with remuneration above the collective agreement  
- Reimbursement of travel expenses and variable flextime account  
- Holiday entitlement up to 30 days, as well as holiday and Christmas bonuses  
- Support for professional development  
  
We are now looking for an office clerk (m/f/d) for our client. At the beginning in employee leasing with option to take over.  
  
  
Your tasks  
  
  
- Support of the managing director in project management in the field of high-quality bathroom renovation  
- After the induction, you will also take on the task of advising customers in the field of bathroom accessories  
- Telephone order acceptance  
- Participation in cost accounting as well as in accounting and human resources  
  
your profile  
  
  
- Completed commercial training  
- Professional experience in the plumbing sector or plumbing wholesale  
- Safe handling of MS Office programs  
- Independent and responsible way of working  
  
Your direct contact  
  
hkw GmbH  
Mrs. Gordana Feist  
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89073 Ulm  
  
+49 731 8803080  
  
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ulm@hkw.group  
http://www.hkw.group  
  
Department(s): Office + Communication  
Type(s) of staffing needs: Reassignment  
Collective agreement: iGZ  
Salary group: depending on qualifications and professional experience office clerk hkw has been a down-to-earth and reliable personnel service provider with locations in Munich and Ulm for over 35 years. In Ulm, hkw is the point of contact for skilled workers in selected branches of industry. Our customers include small and medium-sized companies as well as corporations. hkw offers a wide range of tasks with an option to be taken on or by direct placement. 2023-03-07 16:05:48.235000