3150 5755 Office help (m/f/d) urgently ARWA Personaldienstleistungen GmbH stands for:  
A - Attractive employer.  
R - Respectful treatment.  
W - Valuable employees.  
A - Excellent service.  
  
With ARWA Personaldienstleistungen GmbH you will find a secure job in Bitterfeld-Wolfen with varied tasks and an attractive collective wage.  
  
As part of temporary employment, we are currently looking for a full-time office assistant (m/f/d).  
  
Professional field: office / administration  
  
What do we offer you?  
   
- Overpay  
- Remuneration according to iGZ-DGB collective agreement with industry surcharges  
- Safe workplace  
- Payments on account  
- health bonus  
  
What does an office assistant (m/f/d) do?  
   
- Handling technical customer inquiries by phone and in writing  
- Processing of customer inquiries and documentation  
- Receiving phone calls  
- Mail processing  
  
What are the requirements for getting started at ARWA Personaldienstleistungen GmbH in Bitterfeld-Wolfen?  
  
Ideally, you bring these personal strengths with you:  
- Willingness to learn  
- Independent working  
- Diligence/accuracy  
- ability to work in a team  
- Reliability  
  
Your knowledge and skills:  
- Office supplies management  
- Office organization, office management  
- PowerPoint presentation program (MS Office)  
- Spreadsheet Excel (MS Office)  
- Word processing (MS Office)  
  
Your professional experience as an office assistant (m/f/d), clerk (m/f/d), office clerk (m/f/d), office worker (m/f/d), office assistant (m/f/d) or as a clerk for Office management (m/f/d) characterize you?  
Then apply online now for this job offer.  
  
Do you have any questions about our job offer or would you rather speak to us personally?  
You can reach our branch in Bitterfeld-Wolfen on 0 34 93 / 92 96 - 0 or by e-mail bitterfeld@arwa.de.  
  
 With your application, you agree to ARWA's data protection guidelines (can be found on our homepage under “Privacy Policy”). Helper - office, administration ARWA Personaldienstleistungen GmbH supports companies from almost all areas and industries with individual solutions in temporary employment, in on-site and in-house management, in outsourcing projects and in personnel placement in the search for qualified employees. Career starters with and without training, experienced specialists or returnees will find attractive and collectively agreed jobs with good career prospects in the industrial, commercial, medical and educational sectors. 2023-03-07 15:57:00.619000