3722 6327 Office help (m/f/d) with immediate effect Office help (m/f/d) with immediate effect  
  
Location: Wetzlar  
Employment type(s): full-time  
  
Purpose and goal of the position  
We, the SW Zeitpersonal team, have been an experienced, 100% family-run temporary employment company for over 15 years and are looking for YOU!  
  
For our customer in the Wetzlar area, we are looking for an office and administration assistant (m/f/d) in the warehouse. This is a full time position.  
  
  
Working hours:  
8:00 a.m. to 4:00 p.m  
  
Tasks, competencies and responsibilities  
- Fill out delivery notes  
- Invoicing  
- Customer care  
  
Personal requirements and social skills  
- Driving license and car an advantage  
- Commercial experience is an advantage  
- PC knowledge absolutely necessary  
  
Employer Benefits/Corporate Offer  
- a permanent employment relationship  
- a secure job with our customer  
- an overtariff payment  
- Takeover option  
  
Contact details for job advertisement  
SW Zeitpersonal GmbH  
  
personnel service provider  
  
Frankfurter Strasse 76  
  
35578 Wetzlar  
  
Contact:  
  
Telephone: +49-6441-446391-0  
  
Fax: +49-6441-446391-2  
  
Mobile: +49-178-4530699  
  
Email: info@sw-zeitpersonal.de  
Type(s) of staffing needs: Reassignment  
Collective agreement: IGZ  
Salary group: E1 office clerk None 2023-03-07 15:58:11.120000