3224 5829 Office help (m/f/d) ARWA Personaldienstleistungen GmbH offers a future-oriented employment relationship as part of temporary employment.  
Our company has been awarded and certified by various sponsors and institutions, which proves our stable and high quality of work and service.  
  
We are looking for you as an office assistant (m/f/d) part-time - morning for a well-known customer company in Coswig.  
  
Professional field: office / administration  
  
 With many years of experience in personnel services, our branch in Dessau offers you a new challenge in Coswig as well as a secure job.  
  
Individual support and advice in the application process and in customer assignments is certainly a benefit, but we offer even more, such as e.g.:  
- travel allowance  
  
Your tasks as an office assistant (m/f/d) include the following areas:  
- Receiving phone calls  
  
Your personal strengths set you apart:  
- decision-making ability  
- Customer focus  
- Independent working  
  
Your qualification as an office assistant (m/f/d):  
- Library and archive software Augias Archiv  
- Library software Bibliotheca  
- CALL (Computer Assisted Language Learning)  
- Driving license class B (cars/minibuses) (mandatory)  
  
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?  
Then you will find your contact to our team here:  
03 40 / 2 60 62 - 0  
dessau@arwa.de  
  
Expand your know-how with us - we will accompany you to success!  
  
We look forward to seeing you!  
  
 With your application, you agree to ARWA's data protection guidelines (can be found on our homepage under “Privacy Policy”). waste manager 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 those returning to work will find attractive and collectively agreed jobs with good career prospects in the industrial, commercial, medical and educational sectors 2023-03-07 15:57:09.746000