4395 7000 Office management assistant (m/f/d) You want to do your part to make people feel comfortable in their home and love to take on organizational tasks - then the real estate industry is just right for you! Apply today as an office management assistant (m/f/d).  
  
About the position:  
  
Due to the good order situation, we offer you the opportunity to start with our partner as an assistant (m/f/d) in property management in Munich. We hire you and you work with our local partner. After 6 months of successful cooperation, you will be taken on by our partner. We carry out the application process. If you have any questions, please do not hesitate to contact your career partner Katharina Böhringer at Academic Work.  
  
We offer you that  
  
- All the benefits of employment with Academic Work  
- Working atmosphere: independent work and freedom for your personal development  
- Fun: Regular employee events and functions  
- Best working conditions: Free parking, good public transport connections (underground, S-Bahn), modern workplaces, free hot drinks  
- Well-Being: Company gym and sports programOur partner is one of the largest private housing companies in Bavaria with more than 19,000 own apartments, around 100 commercial units and more than 10,000 parking spaces and garages. Around 200 employees are involved in the core business area of ​​letting and managing the company's own real estate portfolio.  
  
Tasks:  
  
The areas of responsibility include office and administrative work such as:  
- Master data maintenance and evaluations in SAP and document management system  
- Support and maintenance of contacts with existing customers  
- Order entry & processing  
- Written and telephone correspondence as well as post processing  
  
Job Requirements:  
  
- Successfully completed commercial training or comparable qualification  
- First professional experience in administration  
- High level of service and quality awareness  
- Confident handling of Microsoft Office  
- Fluency in spoken and written German (C1)  
- Independent, structured way of working as well as organizational skills and ability to work in a team  
  
Additional Information:  
  
Career partner at Academic Work: Katharina, +491736596009  
Application: With CV, salary expectations and starting date within 2 minutes via the "Apply" button. Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:33.954000