7339 9944 Office management 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 management clerk (m/f/d)  
  
Job ID: 3104  
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  
  
For our customer in Ulm, we are looking for an office management clerk (m/f/d) with immediate effect. At the beginning in employee leasing with option to take over.  
  
  
Your tasks  
  
  
- Coordination of customer service orders  
- Accounting and quotations  
- Professional phone management  
- EDP-supported work with modern software  
- Email management  
  
your profile  
  
  
- Completed commercial training as an office management clerk or comparable  
- Confident use of Microsoft programs and computer skills  
- Independent and responsible way of working  
  
Your direct contact  
  
hkw GmbH  
Mrs. Gordana Feist  
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89073 Ulm  
  
+49 731 8803080  
  
WhatsApp +49 171 7122187  
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 Businessman - office management 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 16:05:36.209000