1494 4099 Office management trainees (m/f/d) ECONOMIC AND TAX CONSULTING FIRM LOOKING FOR 01.09.2022:  
Office management trainees (m/f/d) in 76133 Karlsruhe!  
  
The tax consulting and auditing company Zumbach & Reiter PartGmbB is looking for reinforcement:  
  
WE ARE LOOKING FOR THE DOERS AND CREATERS OF TOMORROW!  
  
Planning and organizing are in your blood? Great, because the secretariat is the linchpin of our law firm and the first point of contact for all concerns from colleagues and clients. We involve you in our daily processes right from the start and you get to know everything about perfect office management, such as:  
  
• Efficient design of office processes: This includes e.g. digital storage of documents, maintenance of client data or processing and digitization of incoming and outgoing mail  
• Organizing general secretarial and administrative tasks: switchboard and receiving visitors, coordinating appointments, preparing appointments and workshops, preparing offers and contracts  
• Planning and implementation of smaller projects: procurement of certain operating resources, company outings, Christmas campaign, etc.  
  
You solve your tasks with the help of modern office communication technologies (iPad, MS Office, DATEV) and learn how to use company work and organizational resources.  
  
WHAT YOU BRING WITH YOU:  
  
• A very good secondary school certificate  
• Very good knowledge of spoken and written German  
• Interest in commercial activities  
• A careful, independent and responsible way of working  
• Willingness to help and fun dealing with people as well as good manners  
  
WHAT WE OFFER:  
  
• Responsibility from day one and an exciting insight into the professional world  
• A modern workplace with excellent technical equipment  
• Digital office processes and a motivated and dynamic team  
• If you get good grades, you are sure to be taken on after your training  
• Many benefits such as e.g. B. iPad for everyday work, JobTicket, company pension scheme, free coffee and mineral water, company parties, welcome package  
  
SEND US YOUR APPLICATION NOW  
  
We, NEYC Consulting, are your empathetic and solution-oriented personal consultant.  
For many years we have been improving internal processes in order to be able to offer our customers the best staffing and recruitment solutions. We have successfully accompanied many of them in personnel matters for several years and support you in finding the best talent.  
  
All job advertisements are always aimed at male, female and diverse applicants, regardless of age, gender, origin, sexual orientation, disability, religion and ideology. Applicants are selected solely on the basis of their qualifications.  
  
Does that sound good? Then apply and get started with us!  
We are happy to hear from them! Businessman - office management We, NEYC Consulting, are your empathetic and solution-oriented personnel consultancy. For many years we have been improving internal processes in order to be able to offer our customers the best staffing and recruitment solutions. We develop successful recruitment solutions for our customers and support companies from various industries in their search for the right employees.  
We are actively looking for the dream job for our applicants. Applicant management is free, discreet and anonymous. Apply to our open vacancies or send an unsolicited application. 2023-03-07 15:53:36.745000