1511 4116 Office manager / office manager (m/f/d) We are now looking for:  
Office manager / office manager (m/f/d) in 76131 Karlsruhe!  
  
The tax consulting and auditing company  
Zumbach & Reiter PartGmbB is looking for reinforcement:  
  
Shaping taxes instead of managing them. As a modern and client-oriented tax and auditing office, we have been supporting medium-sized companies, the self-employed and private individuals in all economic areas with over 20 employees for over 45 years. Our focus is on growth and digitization so that we can continue to support our clients even better in the future. For this we are looking for a dedicated reinforcement with immediate effect.  
  
We expect:  
  
• Successfully completed vocational training as a commercial clerk, paralegal or office clerk or comparable qualification  
• At least 5 years of professional experience in office management in a tax consultancy or a comparable environment  
• Very good knowledge of MS Office programs (Word, Excel, Power Point) and DATEV programs for office organization (EO Classic or EO Comfort) desirable  
• Very good knowledge of German  
• Organizational talent, independent, structured way of working  
• Reliability, discretion and commitment  
• Well-groomed appearance and friendly communication when dealing with internal and external parties  
• New ideas  
  
The following tasks await you:  
  
• Responsible takeover of the office area  
• Cooperative working with all colleagues, especially the office owner, the office manager and the team leaders  
• Ensuring that everything runs smoothly in our office  
• Process responsibility for our office area  
• Eloquent, binding communication with clients and service providers  
• Bring new wind into our marketing  
• Introduction of a QM  
  
We offer you:  
  
• Special position within the firm  
• Extensive and thorough induction and program training by DATEV  
• An above-average remuneration  
• A safe job  
• Modern IT and software equipment up to date  
• Convenient location and employee car park  
• Drinks at work  
• Training opportunities  
• At the end of the trial period, you will receive an i-phone and i-pad  
  
This is how it goes on:  
  
• Please apply directly online by clicking on the "Apply now for this position" button.  
• If you have any questions, use the contact details of your contact person in advance.  
• We make an appointment with you.  
• Then we get to know each other personally and discuss all the details.  
  
NEYC Consulting is your empathetic and solution-oriented personnel 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 15:53:38.836000