8838 11443 Office manager (m/f/d) Mömax is a success and service-oriented trend furnishing company and is expanding nationally and internationally. Like the companies Poco, Lesnina, Möbelix and Mann Mobilia, Mömax belongs to the XXXLutz Group. The XXXLutz Group employs more than 25,700 people with over 320 furniture stores in thirteen European countries.  
  
In our more than 80 mömax branches in Germany, Austria, Switzerland, Slovenia, Hungary, Romania, Bulgaria and Croatia - further mömax locations are already being planned - we offer between 6,000 and 12,000 square meters of exhibition space unique living trends that are both visually and also fully convincing in terms of price. Mömax offers the most modern living solutions, stylish complete furnishings and well thought-out furnishing ideas, even for the smallest of rooms, at a particularly good price:  
  
In any case, Mömax skilfully sets accents... Working at mömax – maximum possibilities.  
  
Office manager (m/f/d)  
  
Tasks:  
  
- You are responsible for the entire checkout and information area, support your team in every respect and are happy to help collect cash when there is a need  
- You are available to the customer at all times and maintain daily communication with our suppliers  
  
- You are an important control body, which ensures that everything runs smoothly, ensures the flow of money with change and manages the safe  
- You support the branch manager with both organizational and administrative tasks such as holiday planning or time recording  
Qualifications:  
  
- You like to take things into your own hands and love a structured and orderly way of working  
- You are good with numbers and have a certain IT affinity  
- You keep a cool head in stressful situations and transfer this to your employees  
- Your personality is characterized by your flexibility, service orientation and great patience  
We offer:  
  
- A great benefit program with an additional insurance of your choice, bicycle leasing, additional vacation and attractive discounts at over 800 partner companies  
- Very good opportunities for advancement and further training accompanied by our internal academy  
- A future-proof job in a growing company  
- Employee discounts in every Mömax and XXXLutz branch  
- Team cohesion is strengthened through team events, summer festivals and Christmas parties  
- Discounted food in our own Mömax restaurants  
- A permanent position  
  
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Momax Schweinfurt  
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97421 Schweinfurt  
jobs@moemax.de  
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- Manager - Sales (Trade) None 2023-03-07 16:08:40.070000