5804 8409 Office specialist (m/f/d) VISIONS - CAREER - FUTURE  
  
You are looking for a new challenge?  
Not just a new job........  
  
Then you should definitely get to know DG timework.  
  
We live the philosophy of modern temporary employment body and soul. The quick and uncomplicated placement of applicants and employees in interesting and attractive employment is our top priority.  
  
The competent and honest cooperation with customers and employees is the basis for a  
long-term cooperation based on partnership.  
  
As part of temporary employment, we are looking for our well-known customer:  
  
Your tasks:  
• Switchboard  
• Inbox and Outbox  
• Ordering office supplies  
• Appointment management  
• Booking business trips (travel planning)  
  
  
Your profile:  
• Qualification in the commercial area  
• Professional experience in the incoming mail area desirable  
• Excellent communication skills  
• Good MS Office knowledge  
• Positive charisma and friendly nature Office assistant DG timework GmbH has its headquarters in Munich.  
  
With DG timework you are choosing an attractive and at the same time fair employer. Well-known customers from the retail, banking, insurance and service sectors rely on the performance and reliability of our employees.  
  
Become part of a motivated and dedicated team. We will immediately look for a suitable assignment for you with one of our selected and well-known customers.  
  
We are happy to take your personal wishes and goals into account. Our team looks forward to your application. 2023-03-07 16:02:28.085000