6254 8859 Personalassistent (m/w/d) We are looking for you!  
For our customer, a well-known mineral oil company, we are now looking for a personnel assistant (m/f/d)  
  
The position will be filled via the area of ​​employee leasing. Acceptance is possible if suitable.  
  
We offer you  
 • A permanent job  
 • Payment according to the iGZ-DGB tariff  
 • Wage benefits such as vacation and Christmas bonuses  
 • A permanent employment contract  
 • Exclusive employee benefits (e.g. at Adidas, Apple, Sky, Weg.de and many more)  
  
Your tasks  
 • Independent work organization in the area of ​​human resources  
 • Coordination of appointments, organization of departmental and cross-departmental meetings and conferences  
 • Invoice processing  
 • Create orders and make bookings  
 • Management of translation platforms (Wordcraft, Deepl) including coordination of translations for the management  
 • Creation of presentation documents in German and English  
  
your profile  
 • Completed, at least 3-year commercial vocational training  
 • At least 2 years of subject-specific work experience  
 • SAP user knowledge  
 • Knowledge of Office 365  
 • Fluency in German, both spoken and written  
 • Fluency in English and French  
 • Absolute trustworthiness and loyalty, friendly demeanor and good manners  
 • Ability to work in a team, resilience and reliability even under deadline pressure  
  
Have we piqued your interest?  
Then please send us your detailed application. You are also welcome to contact us in advance by telephone.  
  
We offer open applicant consultation hours on Tuesdays and Wednesdays from 9:30 a.m. to 2:00 p.m. Feel free to visit us with your application documents. Prior appointments are not necessary.  
  
We are committed to employing severely disabled people. For this reason, severely handicapped persons and those of equal status are given preferential consideration if they are equally qualified.  
  
We look forward to receiving your application! Assistant - Human Resources None 2023-03-07 16:03:23.517000