2434 5039 Receptionist / Team Assistant (m/f/d) We are looking for office clerks, office workers or commercial employees (m/f/d) for the Stuttgart location! Are you looking for a new challenge and have you completed commercial training? Do you have an organized way of working and are you confident in using common MS Office applications? Then, we have the right job for you. We are looking for a full-time office clerk (m/f/d) for a well-known customer in Stuttgart.  
Do you think you are the right commercial employee or the right office worker (m/f/d) for this position? Then don't hesitate and apply now!  
  
Benefits we offer  
  
- A permanent employment relationship  
- Performance-based payment  
- Varied tasks in interesting areas and industries  
- Tariff wage according to iGZ-DGB tariff  
- Payment of holiday and Christmas bonuses  
- Free health check by our company medical center  
- Provision of work clothes  
- Personal care  
  
  
your area of ​​responsibility  
  
- Answering customer calls and customer care  
- Independent completion of all office and organizational tasks such as incoming and outgoing mail  
- Management of orders, invoice administration etc.  
- Receiving and looking after guests and customers, as well as organizing the catering  
  
  
your qualifications  
  
- A completed commercial apprenticeship, ideally with professional experience in a similar field of activity  
- Customer orientation and communication skills  
- IT affinity: Knowledge of CRM systems and MS Office  
- Ability to work in a team, reliability and flexibility  
- Fluent German and good English skills  
  
  
Have we made you curious? Then we look forward to receiving your application documents and will be happy to answer your questions from Monday to Friday between 8 a.m. and 5 p.m.  
You can find out more about TIMEPARTNER and other jobs at: www.timepartner.com. Send your application to bewerbung.stuttgart@timepartner.com or to stuttgart@timepartner.com. You can reach us by phone on 0711 67310070 We look forward to getting to know you!  
  
TIMEPARTNER is one of the top 5 personnel service providers in Germany. We are looking for regionally and nationally committed and motivated employees for assignments at well-known companies. We offer interesting jobs, attractive pay, competent advice and are always available to answer any questions. receptionist None 2023-03-07 15:55:32.355000