3601 6206 Receptionist m/f/d (full-time) Through experience and tradition, our client has been one of the most successful craft companies in the Bochum area for almost 100 years and would like to expand its existing workforce. We are looking for one for immediate entry  
  
Receptionist m/f/d (full-time)  
  
Waiting for you:  
  
• A permanent employment contract  
• A starting salary of €2500 gross  
• A weekly working time of 39.0 hours  
• 30 days holiday  
• A long-term perspective in a crisis-proof industry  
• Opportunities for further education and training  
• Extensive training  
• Flat hierarchies  
• A free parking space directly at the company  
• Very good transport connections, also with public transport  
  
Your tasks:  
  
• You are the first point of contact for customers/visitors and always receive them professionally. This includes entertaining guests and answering questions.  
• You arrange and manage appointments (in person, by telephone and by e-mail).  
• Administrative tasks such as file maintenance, cash management and invoicing are just as much part of your activities as processing incoming mail and preparing and following up on meeting rooms.  
  
Your profile:  
  
• You have successfully completed commercial training and have initial experience in the above-mentioned tasks.  
• You have good user knowledge of the common MS Office programs and a friendly and service-oriented demeanor.  
  
General:  
  
Do you already see yourself as a future team member? Then you should not hesitate and use the application button to give us initial information about you. Please remember to state our reference no. 9942-11-H and your earliest possible starting date. If you have any questions, Ms. Jacqueline Unter Bäumer, who also accompanies the entire selection process, is available on telephone no. 0231-1087650 available.  
  
We look forward to receiving your application!  
  
Compliance with your blocking notices and absolute discretion are a matter of course for us.  
  
When you send your application, your personal data will be processed for the purpose of filling a vacancy or finding a job. You can find more information on this in our data protection information for applicants and in the data protection declaration of our website.  
  
"Gender" - note on the gender designation: The terms used in this declaration apply equally to all genders. In some places, we only use a masculine form for better readability, without wanting to favor or disadvantage one gender. receptionist None 2023-03-07 15:57:56.222000