3596 6201 Receptionist m/f/d with good knowledge of English As a recognized industry leader in their field, our client is committed to fostering a culture of equality, inclusion, belonging and engagement within the organization. Of course, these values ​​should also be communicated to the outside world and that is exactly why we are looking for you to start immediately  
  
Receptionist m/f/d with good knowledge of English  
  
Your main areas of activity:  
  
• You are the figurehead of the company and convey a warm welcome to every visitor - whether in person or by telephone  
• You process incoming and outgoing mail and prepare it for collection  
• You support the back office by taking over the management and procurement of office supplies  
• You work together with external service providers (from the inquiry to the order to delivery you oversee the processes and pass on relevant information within the company)  
  
Your qualifications:  
  
• You have completed commercial training and have initial experience in the above-mentioned area of ​​responsibility  
• Good knowledge of German and English and the ability to use common MS Office applications are desirable  
  
Waiting for you:  
  
• an attractive earning opportunity including many social benefits  
• a permanent employment contract  
• flexibly plannable working hours by arrangement in the team  
• Flat hierarchies and thus short decision-making processes in a collegial and open-minded team  
• many opportunities to promote new topics and to contribute your own ideas and skills  
• an international working environment  
• Training opportunities that are individually tailored  
  
You want to be part of the team:  
  
Then we look forward to receiving your comprehensive application documents, stating our reference number. 9947-11-H, your salary expectations and the earliest possible starting date. Ms. Jacqueline Unter Bäumer accompanies the entire selection process and is available on telephone no. 0231 1087650 available in advance for your questions.  
  
We are just as interested in observing blocking notices and absolute discretion as you are.  
  
We look forward to seeing you!  
  
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 (hotel) None 2023-03-07 15:57:55.608000