2762 5367 Secretary m/f/d for sales department About the job  
  
We are looking for a secretary (m/f/d) for the sales department for a well-known and large Berlin construction company. The position is to be filled full-time. You can expect flexible working time models, regular training opportunities and great benefits.  
  
Apply today!  
  
area of ​​responsibility  
  
- Support of the sales staff (m/f/d) in the daily tasks  
- Appointment coordination for the office and field service  
- Preparation of documents and contractual documents  
- Processing of the filing  
- Various documentation activities and order entry in the IT system  
  
requirement profile  
  
- Commercial vocational training and in-depth knowledge as a secretary (m/f/d)  
- Fluent oral and written German  
- Excellent knowledge of MS Office programs  
- Good English knowledge  
- ability to work in a team  
  
We offer  
  
- An interesting field of work and the possibility of professional and personal development as a secretary (m/f/d)  
- Different working time models and standard market remuneration  
- Nice colleagues (m/f/d) and a pleasant working atmosphere  
- With enthusiasm and many years of expertise, we ensure that your expectations and wishes for your future workplace are fulfilled  
  
About Us  
  
At aventa Personalmanagement, we specialize in the temporary employment and placement of specialists and executives as well as certified job placement for applicants from the commercial sector. And we specialize in recognizing and promoting strengths and opening up new opportunities. We work for corporations, medium-sized companies, law firms, associations and institutions. But above all, we work for you. With know-how and values ​​such as honesty, competence and appreciation. The result is just good work.  
  
It's easier to get ahead together  
  
If everyone pulls together, then good work is involved. At aventa, we won't leave you alone: ​​We rely on cooperative working relationships, flat hierarchies and personal support so that you can achieve your goals. And start motivated.  
  
Well then, good cooperation!  
  
Have we piqued your interest?  
  
Then we look forward to receiving your comprehensive application including current certificates. This job as secretary (m/f/d) is right for you if you are also interested in secretary (m/f/d), secretarial assistant (m/f/d), secretarial employee (m/f/d) or  
  
secretarial specialist interested.  
  
In your application, please be sure to state the following reference number 5370 as well as your salary expectations and the earliest possible starting date.  
  
Please do not bother to apply for several positions that interest you. We are familiar with all our vacancies and offers and therefore always check your documents for suitability with regard to all possible possible applications with our customers based on your qualifications.  
  
contact person  
  
Your recruiting team  
  
T: +493020962523  
  
aventa Personnel Management GmbH  
  
Friedrichstrasse 95  
  
10117 Berlin secretary Our owner-managed company specializes in the temporary employment and placement of specialists and executives in the areas of office and administration, finance and controlling.  
  
Our customers come from all areas of business, industry and trade. These include national and international groups, large companies and medium-sized companies.  
  
For these customers, we are constantly on the lookout for qualified and committed employees either for temporary employment or for recruitment. Get to know us and see for yourself.  
  
...because staff is a matter of trust! 2023-03-07 15:56:12.870000