3272 5877 Secretary (m/f/d) part time ARWA Personaldienstleistungen GmbH offers a future-oriented employment relationship as part of temporary employment.  
Our company has been awarded and certified by various sponsors and institutions, which proves our stable and high quality of work and service.  
  
We are looking for you as a part-time secretary (m/f/d) - morning for a well-known customer company in Kabelsketal.  
  
Professional field: office / administration  
  
 With many years of experience in personnel services, our branch in Halle offers you a new challenge in Kabelsketal as well as a secure job.  
  
Individual support and advice in the application process and in customer assignments is certainly a benefit, but we offer even more, such as e.g.:  
- Overpay  
- Bonuses  
- Additional meal expenses  
- Payments on account  
- Employee discounts with a variety of benefits for products and services  
  
Your duties as a secretary (m/f/d) include the following areas:  
- Secretarial work  
- Processing of incoming and outgoing mail  
- Use of MS Office  
  
Your personal strengths set you apart:  
- Willingness to learn  
- organizational skills  
- Independent working  
- Diligence/accuracy  
- Reliability  
  
Your qualification as a secretary (m/f/d):  
- Mail processing  
- PowerPoint presentation program (MS Office)  
- Customer, visitor reception  
- Audit  
  
Your professional experience as a secretary (m/f/d), commercial clerk (m/f/d), clerk (m/f/d), clerk for office management (m/f/d), office clerk (m/f/d) or as an office assistant (m/f/d) do you stand out?  
Then apply online now for this job offer.  
  
Do you have any questions about our vacancies or would you rather speak to us personally?  
Then you will find your contact to our team here:  
03 45 / 2 33 02 - 0  
halle@arwa.de  
  
Expand your know-how with us – we will accompany you to success!  
  
We look forward to seeing you!  
  
With your application, you agree to ARWA's data protection guidelines (can be found on our homepage under “Privacy Policy”). secretary ARWA Personaldienstleistungen GmbH supports companies from almost all areas and industries with individual solutions in temporary employment, in on-site and in-house management, in outsourcing projects and in personnel placement in the search for qualified employees.  
  
Career starters with and without training, experienced specialists or returnees will find attractive and collectively agreed jobs with good career prospects in the industrial, commercial, medical and educational sectors. 2023-03-07 15:57:15.716000