5778 8383 Secretary (m/f/d) part-time Propartner Zeitarbeit + Handelsagentur GmbH has established and consolidated itself as a strong partner in the personnel services market over the past 25 years.  
  
We are looking for one for our customer in Karlsruhe  
  
Secretary (m/f/d) part-time  
  
Location: Karlsruhe (Baden)  
Employment type(s): part-time - flexible  
  
Your tasks:  
- Supporting the department management in all organizational and administrative tasks  
- Coordination, monitoring and prioritization of appointments including preparation and follow-up of sessions and meetings  
- Dealing with general telephone and written correspondence as well as controlling the resubmission and electronic archiving of documents  
- Creation of presentations and statistics as well as maintenance of area-relevant data  
- Control tasks within the framework of the preparation of reports  
- Close and trusting cooperation with the department management as well as with internal and external interfaces  
  
Your profile:  
- Successfully completed commercial training or comparable qualification  
- Professional experience in the secretarial/assistant area is an advantage  
- Very good MS Office skills and a strong affinity for digitization  
- Good writing skills  
- Very good communication and contact skills  
- Ability to work in a team, flexibility, reliability  
- Quick comprehension, organizational talent  
  
What we offer you:  
- Above-standard payment according to the IGZ collective agreement  
- Holiday and Christmas bonuses  
- TOP chance of being taken over by the customer  
- Competent and appreciative support from our branch  
- Payments on account and advances  
- Mileage allowance or public transport ticket  
  
Propartner Zeitarbeit + Handelsagentur GmbH  
Branch in Karlsruhe  
  
Katrina Markovich  
Personnel Dispatcher  
  
Ettlinger Strasse 5a  
76137 Karlsruhe  
  
Phone: +49 (0) 721 921 3979 - 15  
Email: ka-werbung@propartner.net  
Homepage: www.propartner.net  
Type(s) of personnel requirements: Temporary employment  
Collective agreement: iGZ secretary None 2023-03-07 16:02:24.906000