5588 8193 Secretary (m/f/d) 2023 March:  
Your new job with us:  
On behalf of our customer - a service provider based in Berlin - we are looking for you as a secretary (m/f/d) part-time or full-time.  
Your workplace is easily accessible by public transport.  
  
You will receive a permanent position with us and will then be taken on by our customer.  
Our customer is pleased to welcome you as a permanent employee (m/f/d) to his team.  
  
We are happy to answer any questions you may have in advance.  
(If applying for this job via email, please include Job ID #12596 in the subject line.)  
Please send us your documents via WhatsApp to +4915119479733 or by email to:  
bewerbung.reutlingen@zeitconcept.de  
Don't have your CV to hand? Then send us your contact details - we will get back to you as soon as possible.  
  
Your tasks in your new job at zeitconcept:  
  
• Secretarial and assistance tasks  
• Carrying out general assistance tasks for the site management  
• Support for the department management in the areas of project management and controlling  
• Maintenance of databases (project management, sales, references)  
• Management of incoming and outgoing mail  
• Management of the archive  
  
profile  
  
• Completed commercial training  
• Experience in the above activities  
• Good IT-Skills  
• Good knowledge of German in speaking and writing  
  
compensation  
At zeitconcept you can expect a salary above the collective agreement (IGZ) plus surcharges and tax-free allowances - after the takeover by our customers, their attractive salary conditions apply.  
  
We want you to feel comfortable in your workplace - as your employer, we stand by your side.  
  
The job offer does not quite meet your expectations?  
Then send us your documents anyway - we will be happy to take care of suitable offers for you.  
We look forward to you starting your new job with us soon!  
  
Contact:  
zeitconcept GmbH personnel services  
Sebastian Jauert  
Kaiserpassage 13  
72764 Reutlingen  
+49 7121 381277-0  
  
Application via email:  
bewerbung.reutlingen@zeitconcept.de  
  
Application via WhatsApp to +4915119479733 or via online form:  
https://zeitconcept.hr4you.org/applicationForm.php?sid=31343 Commercial Specialist The future starts today! As a modern personnel service company, zeitconcept offers its customers and employees individual solutions in the areas of temporary employment, recruitment and on-site management. In our branches we employ more than 500 qualified employees in the following areas:  
  
- Industry & craft  
- Office & Administration  
- Health & Care 2023-03-07 16:02:01.497000