4164 6769 Senior Assistant (m/w/d) - A very attractive salary package|A family working atmosphere  
  
company profile  
My client is an established investment company that focuses on the medium-sized sector in the German-speaking area. For the family location in Frankfurt, I am now looking for a Senior Assistant (m/f/d) as part of temporary employment. A permanent position is planned.  
  
area of ​​responsibility  
  
-Organizational support for meetings and conferences  
- Travel booking and billing  
-Calendar management for the entire site  
- Visitor reception and care  
-Support in the application of new IT systems  
- Monitoring of deadlines and important dates  
- Takeover of special tasks  
  
requirement profile  
  
- A completed commercial apprenticeship. Gladly also from the hotel industry  
-Experience in a similar position  
- Confident handling of the common office tools, as well as IT affinity  
- Business fluent knowledge of German and good knowledge of English  
-Time management is your strength and you keep a cool head even in stressful times  
- Self-motivated way of working  
  
Compensation Package  
  
-A very attractive salary package  
-A family working atmosphere  
-Quick entry opportunities, as well as a long-term position  
-Exciting corporate benefits  
-A beautiful office in the heart of Frankfurt Sales Assistant None 2023-03-07 15:59:05.619000