593 3198 Team Assistant/ Office Manager (m/f/d) part-time or full-time (30-40 hours/week) Team Assistant/ Office Manager (m/f/d) part-time or full-time (30-40 hours/week)  
  
Job ID: M-ND-1204202202  
Location: Munich  
Employment type(s): full-time  
  
INTRODUCTION  
You have commercial training and professional experience in a law firm environment. Is your way of working proactive and structured? Are you currently looking for a new professional opportunity? We should get to know each other.  
  
We are now looking for a for our client  
  
Team assistant / office manager (m/f/d) in direct placement part-time or full-time (30-40 hours/week)  
  
YOUR ESSENTIAL TASKS ARE  
- Support and organization of internal office operations  
- Order creation and management  
- Deadline control and data maintenance  
- Appointment and travel planning as well as planning of conferences and events  
- Completion of written correspondence in German and English  
- Preparation and creation of outgoing invoices  
- Management and preparation of the conference rooms  
- Implementation of the digital processes  
  
YOUR SKILLS  
- Successfully completed commercial training or comparable career  
- Several years of professional experience, ideally in a law firm environment  
- Independent, structured and proactive way of working  
- Reliability, commitment and very good communication skills  
- Very good knowledge of MS Office programs  
- Experience with DATEV programs desirable  
- Fluent in spoken and written English  
  
YOUR BENEFITS  
- A permanent employment contract with attractive remuneration  
- A demanding, diverse and responsible area of ​​responsibility in a communicative environment  
- A positive working environment with flat hierarchies in a central location and very good public transport connections  
- Work-life balance through home office and 30 days of vacation for full-time employees  
  
NEED TO KNOW  
Our client is a family-run tax consultancy in the center of Munich and is looking for a permanent position as part of the succession for another team member to strengthen the day-to-day business. The law firm impresses with a high level of consulting competence, personal commitment and individual solution finding.  
  
Have we piqued your interest?  
Then we look forward to receiving your application as a team assistant / office manager (m/f/d) in direct placement part-time or full-time (30-40 hours/week) by email to karriere.muc@serviceline-online.de, stating the details the reference number M-ND-1204202202 and we guarantee you a response within 10 working days!  
  
Our branch manager Ms. Nicole Dietrich will be happy to answer any questions you may have personally on the following telephone number: 089/ 54 32 49 40.  
  
We look forward to seeing you! Office assistant Are you looking for your dream position or do you want to make a career change? We support you on your career path - with a lot of know-how, heartfelt commitment and of course the right contacts!  
  
With our help, as a long-term partner at your side, you can take your career in the desired direction. serviceline is an experienced personnel management company and has been successfully developing individual career solutions for the areas for many years  
FINANCE AND ACCOUNTING & OFFICE MANAGEMENT.  
  
We specialize in specialists and executives and offer:  
  
- temporary employment  
  
- Recruitment  
  
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