4250 6855 Team Assistant (m/f/d) - in the private equity sector - An attractive salary package|An international working environment in the heart of Frankfurt  
  
company profile  
My client is a medium-sized private equity company that is looking for an IT-savvy team assistant (m/f/d) for the expanding location in Frankfurt. Entry into this position is planned via temporary employment with the long-term possibility of being taken on.  
  
area of ​​responsibility  
  
- Commercial support in day-to-day business  
-Appointment organization and planning  
-Responsibility of the switchboard  
-Processing of internal and external correspondence  
-Preparation and follow-up of meetings and accompanying them  
- Handling of internal IT matters and mobile phone issues  
  
requirement profile  
  
- Completed commercial training or a comparable qualification  
-Experience in the assistant field or a comparable position  
- Business fluent knowledge of German and good knowledge of English  
-Proficient use of common MS Office tools and IT affinity  
-Initiative working methods and organizational skills  
  
Compensation Package  
  
-An attractive salary package  
-An international working environment in the heart of Frankfurt  
-Quick entry opportunities as well as long-term opportunities  
-Diverse corporate benefits  
- Exciting further training opportunities Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:16.118000