3880 6485 Team Assistant (m/f/d) PERSONAL. COMPETENTLY. CREATIVE.  
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We are a modern and service-oriented consulting firm. An appreciative and open working atmosphere is important to us. We live classic values ​​in a modern way. There is no room for an elbow mentality and competitive thinking. Teamwork and flat hierarchies characterize us.  
  
  
  
  
  
  
YOUR TASKS  
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 - You work in a structured manner and are a talented organiser.  
- You are our reliable first contact at reception and on the phone.  
- You take over our secretarial tasks for the office management.  
- After training, you will also support us in financial and payroll accounting.  
  
  
  
  
YOU BRING IT WITH YOU  
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 - Completed commercial training is an advantage.  
- Confident use of MS Word, Excel and Powerpoint.  
- DATEV knowledge is an advantage.  
- Team spirit and enthusiasm for digitization.  
- Organizational talent and structured way of working.  
  
  
  
  
THIS IS WAITING FOR YOU  
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 - Team-oriented cooperation and family working atmosphere  
- Regular training opportunities  
- Platform for further development  
- Room for personal initiative  
  
  
  
  
HAVE WE SPARKED YOUR INTEREST?  
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Then apply now, stating your earliest possible starting date and your salary expectations.  
  
  
Would you like to get to know us first? We will be happy to answer your questions and introduce ourselves to you in a personal meeting.  
  
  
We look forward to seeing you!  
  
  
Contact person:  
  
  
dr Marcel Wildermuth  
+ 49 7142 771810  
m.wildermuth@stb-wildermuth.de Imam None 2023-03-07 15:58:30.529000