2160 4765 Team assistant (m/f/d) full-time or part-time We are looking for a full-time or part-time team assistant (m/f/d) for our customer  
  
Your tasks:  
  
- Participation in the preparatory bookkeeping  
- Processing of orders  
- Management of office supplies  
- Telephone service  
- Create a presentation  
  
  
  
Your skills:  
  
- Completed commercial vocational training or comparable qualification  
- Secure MS Office knowledge  
- good written and spoken English knowledge  
- high communication skills  
  
  
  
What awaits you:  
  
  
- permanent employment  
- good pay  
- Subsidy for the HVV professional ticket and many discounts in more than 500 shops and online shops  
- Easy start thanks to a good induction phase  
   
  
  
Excellent prospects - we look forward to seeing you!  
 Just give us a call or apply online now. Office assistant None 2023-03-07 15:54:58.724000