4408 7013 Team assistant (m/f/d) in the public sector - Your new dream job!|Versatile and responsible area of ​​responsibility  
  
company profile  
The PageGroup is one of the world's leading personnel consulting companies and is represented in 36 countries with more than 7,000 employees.  
  
Thanks to our well-known customers, we are able to offer candidates a service that enables them to fully exploit their potential.  
  
At the heart of our consulting business are the multitude of lives that we change for the better. Our values ​​and our corporate culture are reflected in everything we do!  
  
True to our motto "putting people at the center of their actions with respect and trust", we look forward to promoting your career.  
  
My client, a medium-sized company, is looking for a team assistant (m/f/d) as part of temporary employment with the option of being taken on as soon as possible.  
  
area of ​​responsibility  
  
- Relief of the management around their appointments (planning and prioritization)  
-Answering employee inquiries on organizational issues  
-Supporting management and teams in organizing and conducting internal and external events and meetings  
- Supervision of order processes and travel bookings  
-Support in the onboarding of new employees  
-General administrative activities  
  
requirement profile  
  
-Completed commercial vocational training or a comparable qualification  
- First professional experience in the described area of ​​responsibility is an advantage  
-Commitment, flexibility and assertiveness  
-Excellent teamwork and communication skills  
-High level of initiative, sense of responsibility and a strong service mentality  
-Familiarity with common MS Office products  
-Very good written and spoken German language skills required, English skills desirable  
  
Compensation Package  
  
-We offer personal advice and job suggestions based on your wishes and needs  
-All our employees benefit from our corporate benefits and fitness offers in the form of a gym pass  
-We offer you a secure job with a performance-based salary and opportunities for permanent employment Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:35.543000