4136 6741 Team assistant (m/f/d) real estate - Open work culture in a collegial and pleasant atmosphere|Diverse opportunities for advancement  
  
company profile  
For my client, a successful real estate company in Frankfurt, I am looking for a permanent team assistant (m/f/d) as soon as possible.  
  
area of ​​responsibility  
  
-Appointment coordination and travel planning  
-Organization of meetings and events  
- Creation of presentations  
-Administrative Activities  
-Documentation management  
-Processing incoming and outgoing mail  
  
requirement profile  
  
-You have completed commercial vocational training and have initial professional experience  
- You enjoy working in a team and bring a high degree of commitment, flexibility and creativity with you  
- You convince with your organized and independent way of working and a pronounced "hands-on" mentality  
-You are well versed in all common MS Office tools  
-They speak German fluently  
-Customer focus, resilience and reliability  
-Enjoy your work  
  
Compensation Package  
  
- Independent work with varied tasks  
-A family company culture  
-The opportunity to take responsibility  
-Open working culture in a collegial and pleasant atmosphere  
-Internal company events  
-Diverse opportunities for advancement Commercial assistant/business assistant - office/secretariat None 2023-03-07 15:59:02.114000