4147 6752 Team assistant (m/f/d) sales and marketing - Start soon possible! ✔|Long-term perspective: takeover option ✔  
  
company profile  
Our customer is a large retail group in Hamburg / Hafencity.  
  
Due to the strong growth, the company is looking for a team assistant (m/f/d) as part of temporary employment as soon as possible.  
  
- Option to take over after training  
- Varied area of ​​responsibility  
-Central location  
  
area of ​​responsibility  
  
- You take care of the administrative tasks in the secretariat on your own responsibility  
-You take over the communication to agencies and customers  
-You create presentations and customer documents  
-You support in the organization of trade fairs and marketing events  
-You collect and manage important documents  
  
requirement profile  
  
-You have commercial training, e.g. in office management  
-You have commercial experience  
-You are communicative and enjoy working with customers, service providers and agencies  
-You work safely in the MS Office programs  
-You appear professional and organize yourself independently  
-You work in a structured manner and do not shy away from new challenges  
  
Compensation Package  
  
-You can start your new challenge now  
-Corporate Benefits & Gym Pass  
-Central location in Hamburg  
-Advancement Opportunities  
-A long-term perspective through realistic takeover opportunities in the company  
-Travel allowance  
-Attractive salary package  
-Hybrid home office model Sales Assistant None 2023-03-07 15:59:03.459000