6924 9529 Team assistence (m/w/d) Do you see your strengths in the organization and are you happy to take on responsibility for an entire team? Do you have excellent communication skills and are you looking for a new professional challenge? Then we are looking for YOU! We are looking for a team assistant (m/f/d) for our customer in Rastatt as soon as possible. The position is to be filled directly.  
  
We are looking forward to meet you.  
This position is to be filled within the framework of direct placement / within the framework of permanent placement.  
  
Team assistant (m/f/d)  
  
Your tasks:  
 • You act as an interface between the company and the customer  
 • You are responsible for written and telephone correspondence  
 • You are responsible for the coordination and the preparation and follow-up of appointments and trips  
 • Organisation, planning and preparation of seminars and events  
 • Support for various projects  
 • You create presentations and maintain documentation lists  
  
Your qualifications:  
 • You have successfully completed your studies or completed an apprenticeship  
 • Very good knowledge of German and good English  
 • You are fit in dealing with MS Office  
 • You are motivated and ready to perform  
  
 • Permanent employment  
 • Attractive fixed salary  
 • Capital accumulation benefits  
 • Holiday and Christmas bonuses  
 • Flexible working hours/home office share  
 • Safe workplace  
…and much more  
  
With us, your career path becomes a personal walk of fame - we offer you exciting perspectives in the areas of assistance & secretariat, marketing, sales, HR as well as purchasing & logistics. Now click on "apply directly"! Office assistant None 2023-03-07 16:04:45.486000