2361 4966 Team-Assistent (m/w/d) TIMEPARTNER - the way it works!  
As one of the top 5 personnel service providers in Germany, which also operates nationally, TIMEPARTNER offers much more than just planning security.  
Are you interested in changes and varied tasks? Then we have the right job for you! We're looking for one  
Team assistants (m/f/d) for a renowned and constantly growing company in Neustadt an der Weinstraße.  
Become part of TIMEPARTNER and apply today!  
  
Benefits we offer  
  
- A long-term employment relationship  
- Performance-based payment  
- Varied tasks in interesting areas and industries  
- Tariff wage according to iGZ-DGB tariff  
- Payment of holiday and Christmas bonuses  
- Free health check by our company medical center  
- Provision of work clothes  
- Personal care  
  
  
your area of ​​responsibility  
  
- Classic office management (appointment and travel planning, visitor support, correspondence, data maintenance, switchboard, etc.)  
- Reception  
- Organizational tasks  
- Marketing support  
- Preparation of offers and order confirmations  
- Proofreading and translation of technical texts  
  
  
  
your qualifications  
  
- Completed commercial training or comparable qualification and several years of professional experience  
- Very good knowledge of MS Office, German spelling, English (spoken and written)  
- Independent, consistent and precise way of working  
- High customer and service orientation as well as service readiness  
- Ability to work in a team, organizational talent, commitment  
- Understanding of technical relationships  
  
  
  
Contact  
Does that sound like a “perfect match”? Just give us a call or apply online now. We look forward to receiving your application and working together!  
Take your chance at TIMEPARTNER!  
  
TIMEPARTNER is a successful personnel service provider and is one of the top 5 personnel service providers in Germany. Our team is looking for motivated and committed employees for well-known companies at over 180 locations regionally and nationally.  
We offer exciting jobs with attractive pay, good career prospects and the option to be taken on. Team Leader - Call Center None 2023-03-07 15:55:23.426000