5564 8169 Teamassistenz (m/w/d) 2023 March:  
Your new job with us:  
On behalf of our customer - a truck workshop based in Hohenbrunn - we are looking for you as a team assistant (m/f/d). The position is for a long-term, full-time position. They work from Monday to Friday from 07:30 to 17:00. The salary as a team assistant (m/f/d) starts at 15 euros/hour. gross - depending on experience.  
  
You will receive a permanent position with us and will then be taken on by our customer.  
Our customer is pleased to welcome you as a permanent employee (m/f/d) to his team.  
  
We are happy to answer any questions you may have in advance.  
(If applying for this job via email, please include Job ID #11815 in the subject.)  
Please send us your documents via WhatsApp to +4915119479733 or by email to:  
bewerbung.landshut@zeitconcept.de  
Don't have your CV to hand? Then send us your contact details - we will get back to you as soon as possible.  
  
Your tasks in your new job at zeitconcept:  
  
• Receipt of customer requests for workshop appointments  
• Address and receive customers  
• Ensuring customer mobility  
• Management of replacement vehicles for the customer  
• Preparation of the vehicle file or history  
• Telephoning customers in German or English  
• Creation of orders and invoices  
• Dealing with correspondence  
  
profile  
  
• ideally commercial training  
• Several years experience  
• strong communication skills  
• Service-oriented work attitude  
• Independent, structured and organized way of working  
• Friendly, team-oriented and open demeanor  
  
compensation  
At zeitconcept you can expect a team assistant (m/f/d) from 15 euros per hour gross wage (IGZ) plus surcharges and tax-free allowances - after the takeover by our customers, their salary conditions apply.  
  
We want you to feel comfortable in your workplace - as your employer, we stand by your side.  
  
The job offer does not quite meet your expectations?  
Then send us your documents anyway - we will be happy to take care of suitable offers for you.  
We look forward to you starting your new job with us soon!  
  
Contact:  
zeitconcept GmbH personnel services  
Sebastian Stoffregen  
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84030 Landshut-Ergolding  
+49 871 97404-0  
  
Application via email:  
bewerbung.landshut@zeitconcept.de  
  
Application via WhatsApp to +4915119479733 or via online form:  
https://zeitconcept.hr4you.org/applicationForm.php?sid=32010 Office assistant The future starts today! As a modern personnel service company, zeitconcept offers its customers and employees individual solutions in the areas of temporary employment, recruitment and on-site management. In our branches we employ more than 600 qualified employees in the following areas:  
  
- Industry & craft  
- Office & Administration  
- Health & Care 2023-03-07 16:01:58.516000