2513 5118 Telephone clerk (m/f/d) TIME PARTNER | OFFICE is the specialist for the commercial area within the TIMEPARTNER Group. We focus exclusively on personnel placement and temporary employment of specialists and managers in the areas of finance/accounting, financial services/banking, office, sales/marketing and human resources. We work on behalf of renowned, well-known companies from various sectors, from medium-sized companies to large corporations.  
  
Benefits we offer  
There are many reasons that speak for TIMEPARTNER. Among other things, we offer you the advantages of a large company that maintains its regional roots.  
  
- A long-term employment relationship  
- Tariff wage according to IGZ-DGB tariff  
- Payment of holiday and Christmas bonuses guaranteed by collective agreements  
- Individual and personal support by a permanent contact person  
- Personal support throughout the application process  
- one application – many job opportunities  
- Free health check by our company medical center  
- Timepartner Benefits – staff discounts at many well-known companies  
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- You can enjoy these advantages with our customer:  
- Detailed training in consecutive modules  
- Intensive support from experienced coaches  
- Takeover in permanent position after 6 months  
- Complimentary coffee and fresh fruit  
- Fit-Bonus – monthly vouchers from well-known companies  
- Modern and well-equipped workplace  
- good public connections  
- Proactive monthly shift planning  
  
  
Your area of ​​responsibility as a telephone clerk (m/f/d)  
  
- Written and telephone processing in customer service  
- Correspondence on car insurance contracts - no sale!  
- Processing of changes and cancellations  
- general administrative tasks  
  
  
Your qualifications as a telephone clerk (m/f/d)  
  
- Completed commercial training or professional experience  
- Newcomers are very welcome!  
- Strong communication skills and customer orientation  
- Open and team-oriented personality  
- Good MS Office skills  
- Flexible, motivated and willing to learn  
  
  
Have we made you curious? Then we look forward to receiving your application documents and will be happy to answer your questions from Monday to Friday between 8 a.m. and 5 p.m.  
You can find out more about TIMEPARTNER and other jobs at: www.timepartner.com  
We look forward to getting to know you! office clerk None 2023-03-07 15:55:42.053000