5033 7638 Typist f/m/d in public service BS Fischer GmbH is the personnel service provider that has set itself the goal  
has found the right job for you in the right company. With us  
there are no changing assignments, even short-term orders  
are occupied are not a priority for us. Our customers take over  
Employees after a short time in long-term and future-oriented  
Working conditions. With more than 20 years of industry experience, we can  
an average of around 50 takeovers per year. Experience the  
Personal service and start your next one with us  
professional steps.  
  
The customer company is a municipal company from the beautiful city  
Hamelin. It is an amalgamation of different institutions  
social life in the region and the city. The following position is short-term  
to occupy:  
  
Typist f/m/d in public Service for the session area  
  
Your future area of ​​responsibility:  
  
\* Taking the minutes of the various meetings (approx. 3 meetings  
monthly) is one of the main tasks.  
\* You prepare the meetings and also follow up on them.  
\* The distribution of the logs to the individual areas is also in  
your area of ​​responsibility.  
\* You consult with the responsible persons and record this  
also in the logs.  
\* The invitation to the meetings will be sent by you after consultation.  
  
What sets you apart:  
  
\* You have already gained your first experiences in the office area that  
Writing minutes and meeting documents will not cause you any problems.  
\* Good computer skills, confident handling of MS Office programs  
of course.  
\* You can structure yourself and your everyday work well.  
\* A friendly, binding and confident demeanor, cooperation and  
Ability to work in a team, negotiation skills and creativity, flexibility in dealing with  
changing requirements are no problem for you.  
\* You have no problem with it, sometimes even in the late afternoon  
or early evening to work as the meetings take place during this period.  
  
What makes the job interesting for you:  
  
\* You will be familiarized with your new tasks in a thorough and organized manner.  
\* Benefit from the family environment and development opportunities.  
\* Cooperation at eye level is the same for us and also for the customer  
as important as individual training measures.  
\* The employer is absolutely future-proof, relocations,  
Site closures, short-time work and downsizing are absolutely foreign words.  
\* The job is initially available as part of temporary employment  
occupy, but no changing assignments, a takeover is after a short time  
planned!  
\* The position is full-time, part-time is possible  
But agreement is also possible.  
\* Outside of the meetings you have flextime and you can choose the  
allocate working hours freely. office clerk None 2023-03-07 16:00:53.040000