3853 6458 Working student (m/f/d) digitizing files Working student (m/f/d) digitizing files  
  
in the healthcare system  
  
Everyone is different and together we are strong. We make sure that tasks and skills are well coordinated and that a suitable working environment offers the necessary framework for good performance. This is how interested people become satisfied new team members who want to stay. With us and with our customers.  
jobtimum for leasing | Mediation | Advice  
  
HERE YOU WILL WORK  
  
On behalf of our customer, a well-known and popular healthcare company, we are looking for a working student to digitize files.  
  
THOSE ARE YOUR TASKS  
  
• As a working student, you will support the team in collecting and maintaining the relevant company and customer data  
• You act as an important building block when digitizing the existing customer files, scan them and enter the files in a document management software  
• You also check the documents for completeness and request missing information from the departments and make the appropriate changes in the document  
• Finally, you will provide support with document destruction and archive clearing, and handle other special tasks  
  
WITH THIS YOU CAN POINTS  
  
• You are a registered student at a university or college  
• You are also confident in the common MS Office programs and are open to software-supported processes  
• You are enthusiastic about the topic of digitization, work accurately, carefully and independently  
• Finally, you convince with your friendly nature, your ability to work in a team and your communication skills  
  
DOES NOT FIT?  
  
You would actually like to do something different, but also use your experience? Apply proactively. jobtimum offers your application more than just a chance.  
  
UNSOLICITED APPLICATION  
  
JOB DETAILS  
  
Job category:  
  
office management  
  
Workplace:  
  
Bremen  
  
Working hours:  
  
Part-time (15 to 20 hours/week)  
  
Employment:  
  
Permanent employment  
  
Compensation:  
  
Attractive remuneration  
  
YOUR ADDED VALUE  
  
▪ Career coaching  
  
▪ Good transport links  
  
▪ Flexible working hours  
  
▪ Training opportunities  
  
▪ Holiday and Christmas bonuses  
  
WE ARE ON RECEIVING  
  
Our address is aimed at all members of society. Business clerk - health care None 2023-03-07 15:58:27.202000