621 3226 Working student (m/f/d) for our back office - internal Working student (m/f/d) for our back office - internal  
  
Job ID: M-ND-05052022  
Location: Munich  
Employment type(s): part-time - flexible  
  
INTRODUCTION  
I am what many strive to be: an energetic bundle full of wonderful details. With me you can really let yourself go administratively. I offer you a maximum of flexibility and self-direction and you can let off steam creatively with words. It never gets boring with me.  
  
Who I am? I am the best job in the company that can be perfectly combined with your studies. Curious? Then apply to us as a  
  
Working student (m/f/d) for our back office  
  
YOUR ESSENTIAL TASKS  
- Support in the entire back office area  
- Creation of meaningful CVs of our candidates  
- Creation and placement of our job advertisements on the homepage and other job exchanges  
- Communication with our candidates regarding availability, maintaining contacts and clarifying questions by phone and email  
  
YOU BRING IT WITH YOU  
- Enrolled student (m/f/d) in the field of human resources management, business administration, psychology or with a comparable specialization  
- Interest in people and their career paths  
- Very good knowledge of spoken and written German, preferably also good knowledge of spoken and written English  
- You have a structured, result-oriented and responsible way of working as well as a strong customer and service orientation  
- You have good user knowledge of the MS Office package (in particular Outlook, Word, Excel)  
  
  
  
- You enjoy recurring tasks that don't have to be rediscovered every day. You are aware of the importance of good data maintenance for daily work and our processes and you also see the need for administrative activities.  
  
YOUR ADVANTAGES  
- Your contract will be adapted to your studies. We offer you a working student job with 20 hours per week. You are also welcome to increase the hours during your semester break. You can set your working hours flexibly after an induction period  
- We have a positive working atmosphere that promotes both individual freedom and responsibility. You have the opportunity to work independently and take on exciting tasks.  
- Flat hierarchies with short decision-making paths allow quick changes of course and promote the creativity of the individual when breaking new ground. You are welcome to get involved and inspire us with your ideas. Appreciation is not just a concept, it is actively lived.  
- Promotion of subject-specific skills  
- Colleagues who are looking forward to you and would like to include you in the team  
- Our office is centrally located on the Viktualienmarkt - so the way to work is twice as fun  
- Our feel-good manager Romy (pug) likes to be bribed with treats and cuddles and celebrates all successes.  
  
NEED TO KNOW  
serviceline personnel management has been active in and for medium-sized companies since 1992 and aims to fill vacant positions with the right people. Proximity to people and appreciation characterize our work. We value mutual commitment and sustainability and create long-term customer relationships. We therefore do not understand our motto - people instead of profiles - as mere phrases, but as a lived corporate culture.  
  
Have we sparked your interest?  
Then we look forward to receiving your CV in German for the position as a working student (m/f/d) for our back office - internally, quoting the reference number M-ND-05052022, gladly by email to karriere.muc@serviceline-online. de and we guarantee you a response within 10 working days!  
  
Our office manager Ms Nicole Dietrich will be happy to answer any questions you may have personally on the following telephone number: 089/ 54 32 49 40.  
  
We look forward to seeing you!  
  
Department(s): HR, Human Resources and Procurement Office assistant Are you looking for your dream position or do you want to make a career change? We support you on your career path - with a lot of know-how, heartfelt commitment and of course the right contacts!  
  
With our help, as a long-term partner at your side, you can take your career in the desired direction. serviceline is an experienced personnel management company and has been successfully developing individual career solutions for the areas for many years  
FINANCE AND ACCOUNTING & OFFICE MANAGEMENT.  
  
We specialize in specialists and executives and offer:  
  
- temporary employment  
  
- Recruitment  
  
- Interim management 2023-03-07 15:51:49.049000