9258 11863 Office assistant (m/f/d) Our long-standing customer from the Karlsruhe area is currently looking for office assistants (m/f/d) with a passion for detail. The position is to be filled from now on. Interested? Then apply for this position and benefit from our regional company network.  
  
This is what your new employer offers:  
  
 - Flexible working hours  
 - Good connection via public transport and car  
 - Flat hierarchies  
 - Good work-life balance  
 This is what you can expect from ACTIEF:  
 - Professional advice and individual selection of suitable positions  
 - Access to companies that do not advertise publicly  
 - Perfect preparation of your application documents  
 - Free applicant coaching  
 - Free job advice  
  
  
Your tasks:  
  
 - Mail processing and switchboard  
 - Filing and general processing  
 - Reception of guests and customers  
 - Organizational support  
 - preparing statistics  
   
  
 Your profile:  
  
 - Completed commercial vocational training or similar  
 - First knowledge in a secretariat, etc. is an advantage  
 - Basic commercial knowledge required  
 - Very good knowledge of spoken and written German  
 - ability to work in a team  
  
  
ACTIEF Personnel Management was founded in 1989 and since then has stood for professional personnel consulting and targeted staffing. As one of the leading personnel service providers in Germany, we operate very successfully in the areas of temporary employment, personnel placement and as a provider for interim managers. Well-known companies from a wide variety of industries trust in our experience and professional handling of all personnel matters. We match tailor-made candidates and employees with attractive companies, PEOPLE IN ACTION. Office assistant ACTIEF has been offering personnel services at the highest level since 1989. ACTIEF is a medium-sized company with 25 locations in Germany. ACTIEF offers a wide range of human resource management services. In addition to personnel leasing, our well-known customers also ask about our many years of expertise in personnel placement. 2023-03-07 16:09:31.504000