432 3037 technical clerk (m/f/d) Top quality services!  
  
technical clerk (m/f/d) in 40882 Ratingen  
  
IndustrieAlpine - Top-class services!  
  
IndustrieAlpine is a leading service provider for facility management and industrial services in the areas of building technology and plant construction. We work closely with the leading European partner companies in order to be able to guarantee long-term and satisfied cooperation for our customers and our employees (m/f/d).  
  
We are active nationwide and also very close to you.  
  
As an employee of the IndustrieAlpine Group, you enjoy all the advantages of a successful, international company - a permanent employment contract, wages above the collective bargaining agreement and continuous training opportunities.  
  
your future area of ​​responsibility  
  
Support of the property management with technical facility management:  
  
• Creating and tracking orders  
• Trigger purchase requisitions  
• Creation of offers in SAP  
• Assistance in customer care  
• general supporting IT work  
• Processing and maintenance of master data  
• General secretarial work, such as creating and processing correspondence, coordinating appointments, etc.  
  
your profile  
  
• Completed vocational training in the commercial sector, e.g. B. as clerk for office communication (m/f/d), industrial clerk (m/f/d)  
• Good knowledge of MC-Office applications (Excel, Word, Outlook)  
• Structured work and independent setting of priorities  
• Organizational talent, team-oriented with a confident, customer-oriented demeanor  
  
That is very important to us  
  
We have very high standards for our customer service.  
Openness, friendliness and patience should therefore be among your basic qualities. You enjoy dealing with a wide variety of people.  
  
We offer you  
  
• A permanent employment contract with above-standard remuneration options.  
• 5 days full time (40 hours).  
• Work from Monday to Friday.  
• You expect a long-term assignment with a customer with a takeover perspective.  
• We are open, honest, direct, friendly and uncomplicated when dealing with one another.  
• Appreciation and a working atmosphere that promotes good energy.  
  
Would you like to change? That stays between us!  
  
If you are in an employment relationship that has not been terminated, we will of course assure you of the utmost confidentiality of your application.  
  
• Telephone interviews and job interviews are also welcome after work or at the weekend.  
  
This is how it goes  
  
Please apply directly online by clicking on the "Apply now for this position" button, or send us a WhatsApp to the mobile number provided.  
If you have any questions, use the contact details of your contact person in advance.  
We arrange a telephone appointment for a short interview. Then we get to know each other personally and discuss all the details.  
  
Onboarding & flight altitude  
  
As a new member of the team, you naturally want to get up to speed quickly. You will be trained by a colleague for the first few weeks.  
  
Does that sound good?  
  
Then apply now. Click on the button directly below.  
We look forward to seeing you! Businessman - office management None 2023-03-07 15:51:25.726000