

Job offer Employee (m / f / d) for office management

Your tasks:

- You take over the commercial administration and organization of the office location Oberhaching.
- You coordinate appointments and book business trips.
- You organize and supervise customer and team meetings.
- You create professional presentations.
- You are responsible for the friendly reception and the care of our visitors.
- You will do all the necessary secretary and office tasks on time and conscientiously.
- You represent in consultation your colleagues (m / f / d).

Your profile:

- You have already gained some professional experience OR are looking for a first job after successfully completing a commercial apprenticeship.
- You master MS Office effortlessly.
- You have a strong organizational talent and the ability to prioritize.
- You have a high sense of responsibility and a quick mind.
- You prefer self-responsible and independent work.
- You have very good knowledge of German and English spoken and written.

We offer you:

- A demanding full-time job (40 hours / week) and a long-term perspective in a forward-looking company.
- An indefinite employment contract.
- The opportunity for continuous education.
- The chance to work with the latest technologies in the digitization environment.
- Teammates who take the exchange and mutual support for granted.
- A friendly working atmosphere with a kicker and electronic dartboard, which provides balance and fun in the office.
- Only 500 meters to the public transport (S-Bahn) or two kilometers to the Autobahn.

We guarantee you to treat your application absolutely confidentially.

Interested?

We look forward to receiving your application by email only to HR@netdescribe.com.

Applications that are sent to another email address or by post can not be processed.