

Commercial Assistant (m/f/d)

Stellenbeschreibung

Are you looking for a varied role with development potential in a sustainable and systemically relevant industry? Then the circular economy is the right place for you!

In our innovative and family-run Büchl group of companies we offer you new career opportunities in a competent team.

Qualifikationen / Anforderungen

- Successfully completed commercial training or sufficient experience as an assistant or in the secretariat
- Independent and reliable way of working
- Very good organizational skills and enjoy varied tasks
- Strong communication skills and expressiveness
- Confident handling of Microsoft Office (Excel, PPT, Word, Outlook)
- High customer and service orientation
- Team player

Zuständigkeiten / Hauptaufgaben

- Supporting the team leader in various administrative and organizational tasks
- Correspondence, planning appointments, creating presentations and procuring office supplies, etc.
- Assistance for the support and monitoring of the customer's operational areas
- Preliminary work in complaints management
- Support in the areas of personnel deployment planning, preparatory accounting, occupational safety and order processing

Leistungen der Anstellung

- An exciting and varied position in a dynamic and future-proof company
- Familiar working atmosphere and cooperation at eye level
- A motivated team and a well-founded, collegial induction program
- Further training and support for your personal development
- Punctual, performance-related pay
- Extensive benefits such as free drinks, bike leasing,

Arbeitgeber:

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Start Anstellung:

At the earliest possible date

Dauer der Anstellung:

unlimited

Arbeitsort:

(Robert-Bosch-Straße 1-5) Customer site, Ingolstadt, Bavaria, 85053, Germany

Arbeitszeiten:

Part-time (20-25 hours per week; daily or at least 4 days)

corporate benefits, fresh fruit, INVG job ticket subsidies
and 30 days' vacation