

Management Assistance (m/f)

You have an affinity for sales and service and at the same time see yourself as a generalist. A representative appearance and a polite manner are part of your natural personality. As an organizational talent, you keep the reins in your hand:

Responsibilities:

- Support of the management (sales) in the operative day-to-day business
- General assistant tasks such as correspondence processing in German and English, appointment coordination, travel planning, incoming and outgoing mail,
- Order management and customer reception
- Project assistance, i.e. maintenance of project schedules and preparation of project calculations
- General administrative tasks
- Internet research

Qualifications:

- Business education / degree in business administration or similar field of study
- First experience in a comparable assistant position
- High sales affinity
- Professional office mentality, good manners and high service orientation
- Confident IT skills in MS Office and first experience in ERP-Systems
- Social media experience in a business context is an advantage
- A discreet, thorough and self-reliant way of working
- Organize, coordinate and enjoy working with people
- Good business English and German, both written and spoken
- Motivated, flexible, friendly and helpful

Our offer:

- A workplace in a pleasant and collegial working atmosphere
- An attractive compensation package
- Option of a company car
- Opportunities for professional development through appropriate training
- The distinctive cooperation in an owner-managed traditional company
- The office location is Halstenbek - with very good connections to public transportation and in direct proximity to the A7/A23. Employee parking spaces are available.

We look forward to receiving your application!