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Secretary Assistant (f/m)

Your responsibilities:

- Supporting on time and efficiently a manager, a group of managers or a team in logistics, planning and organization tasks
- Distribution and recording of all documentations
- Diary Management
- Prepare relevant logistics for the team (travel, post, doc distribution)
- Handle office administrative duties (telephone, time mgt., meeting/event admin, job requisitions...)
- Typing of letters, memos and reports
- Collecting information for decision making
- Welcoming and cascading information

Your profile:

- Completed vocational education (office clerk or assistant)
- A minimum of 3 years professional experience as office clerk or assistant
- Fluent English and German

Location: Ottobrunn

What to expect from us:

- An interesting and diversified job
- Cordial cooperation in a great team
- Individual working models
- An above-average salary and benefits

We are looking forward to your application. Please refer to the reference number in the job description. Thank you.

Please send your application to: bewerber@scengineering.de

For further questions please contact Ulrike Kogel (08442-67932-15).