

10400590

Assistant Events and Exhibitions (f/m) in part-time 30 h.

Your responsibilities:

- Time management
- Regular reports for the teams
- Team related overviews
- Travel organisation
- Agenda planning
- Assistant to head of four organizational units
- Team support
- Centre of Competences in sharing information

Your profile:

- Vocational training as assistance/secretary
- Professional experience as secretary (min. 1 year)
- Detailed knowledge MS-Office
- Communicative and open minded person
- Fluent English and German

Location: Taufkirchen

What to expect from us:

- A permanent contract of employment
- Fair and performance-linked wages
- Additional social benefits, vacation and Christmas bonus
- 30 days of vacation p.a.
- Cordial cooperation in a great team with personal contacts

We are looking forward to your application. Please refer to the reference number of the job description. Thank you. Please send your application to bewerber@scengineering.de

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