



Advertisement

Team assistant in full-time commercial management

Solutions 30 Operations GmbH is one of Unitymedia's largest service partners in the field of broadband communication. It has a workforce of over 300 in Germany's states of Baden-Württemberg and Hesse. We are a future-oriented company that is constantly growing. We offer you the chance to join us as a

Team assistant in full-time commercial management

Which tasks await you?

- Compiling and editing weekly or monthly reports
- Organising meetings, including conference technology and hospitality
- Support in back-office administrative processes and organisational tasks (filing, tracking and documenting vacations, as well as other administrative office tasks)
- Managing or ordering office supplies and maintenance of the CRM database
- Supporting event management with recurring events
- Preparing documentation according to our CI guidelines

What we offer you

- Varied, responsible work in a friendly team with flat hierarchies and short decision-making paths
- Intensive induction and training measures
- A performance-related salary

What you need to be good at

- A completed commercial training, e.g. as a qualified business administrator for office management, office communication or a comparable qualification
- A number of years' professional experience as a team assistant or in a comparable position
- A strong sense of quality and responsibility, as well as organisational skills
- A good command of spoken and written German
- You are comfortable with MS Office applications (PowerPoint, Word and Excel)

A high level of initiative, a willingness to commit yourself to our company and pleasure in working with people is more important for us than many years of professional experience. Now how does that sound to you?

Apply now! We look forward to meeting you!

Please send us your complete application documents (cover letter, curriculum vitae and certificates) by e-mail, stating the earliest possible starting date and your salary expectations.

Your contact person

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