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OFFICE MANAGER (M/F/D) - ALL-ROUND TALENT FOR ORGANISATION & RECEPTION

Full-time

Type of employment

St. Georgen bei Grieskirchen

Location

General administration

Area



Maria Zirwig

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VIEW JOB ONLINE

Your tasks:

- Main responsibility for office management
- Supporting the front office (visitor reception, telephone switchboard, correspondence, etc.)
- Travel management (organising travel, booking visas and travel expense accounting)
- Marketing support (supporting internal marketing activities.)
- Travel management (organisation and booking of trips, visa application and travel expense accounting)
- Marketing support (support with internal marketing activities)
- Cooperation at internal events and meetings
- General assistance tasks

Your profile:

- Completed commercial training (apprenticeship, HAK, HLW or similar. ä.)
- Professional experience in office management, front office or assistance
- Communicative, service-oriented and structured way of working
- Groomed and friendly manner
- Safe handling of MS Office
- Very good written and spoken German and good English skills

You can expect:

- An interesting working environment in a motivated team
- State-of-the-art work equipment
- Numerous special benefits (fruit, doctor, gym allowance, ...)
- Development opportunities in an industrial company with all the benefits of a
- family business
- Canteen with regional delicacies

For this position, a gross salary of 2.900,- Euro is planned. We are happy to overpay depending on your professional experience and qualifications.