

To reinforce our team, we are looking for a

Assistance to the management (m/f/d) in full-time

Your duties:

- Support and relief of the management in all operational, organizational and conceptual tasks
- Coordination management with the management, independent prioritization and information procurement
- Tracking and control of appointments and tasks
- Preparation and follow-up of appointments, video/ or telephone conferences and events
- Mail and post processing as well as handling correspondence with our international partners
- Office management
- Planning and organization of business trips (in Germany and abroad) and preparation and auditing of travel expense reports

Your profile:

- Successfully completed business apprenticeship
- At least 3 years of professional experience in a comparable position
- Independent, autonomous and structured working methods as well as good organisational skills and sense of responsibility
- Foresighted, solution-oriented and pragmatic approach and hands-on mentality
- A confident, open and sympathetic manner as well as a clear, fluent and binding way of communication (oral and written)
- Fluent in German and English as well as safe orthography
- Safe handling of MS Office (Outlook, Word, Excel, PowerPoint)
- Absolute discretion and loyalty

We offer:

- A dynamic team and a challenging job, which you can actively help to shape beyond your area of work.
- Diverse and varied tasks and a high area of responsibility
- A performance-related salary
- A modern and attractive working environment in Peine

Please, send us your entire application papers in:

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