

To reinforce our team, we are looking for a

**Business employee (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 offers, inquiries, appointments and tasks, etc.
- Mail and post processing as well as handling correspondence with our international partners
- Organization of events (internal and external)
- office management
- Appointment and travel management

**Your profile:**

- A completed business apprenticeship
- Relevant professional experience in a similar function
- Careful, independent and structured way of working
- Organisational skills and a 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
- 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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