



Senior Business Process Assistant (m/f/d) International

Location: Frankfurt

Employment type: Full-time

For our client, a renowned international institution based in Frankfurt, we are looking for a skilled and engaged **Senior Business Process Assistant (m/f/d)** with strong analytical and organisational capabilities.

Senior Business Process Assistant (m/f/d) - International

Your Responsibilities

- **Reviewing CVs** and managing advanced **preselection** processes
- **Supporting** recruitment campaigns and handling complex **queries**
- Coordinating **interviews**, meetings, and HRrelated **events**
- Preparing, analysing, and presenting detailed **reports**
- Managing, maintaining, and updating HR documentation and **records**
- **Maintaining** filing **structures** and internal **databases**
- Preparing **documentation** for meetings, seminars, and internal **sessions**
- Providing comprehensive **administrative** and operational **support**

Your Profile

Musthaves

- At least **4 years** of experience in administrative or HRrelated roles
- Completed **vocational**, commercial qualification or relevant degree
- Excellent **MS Office** skills; additional tools as needed



- English at **C1 level**, spoken and written
- Strong organisational, analytical, and communication **skills**
- Ability to work independently and remain focused under **pressure**

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- Experience in an **international institution** or large organisation
- Familiarity with HR systems or applicant tracking **software**
- Strong sense of responsibility and proactive **workstyle**

Your Benefits

- Continuous development through **trainings**, mentoring and international exposure
- Comprehensive **health insurance**, also covering family members, plus childcare and education allowances
- Subsidised **staff restaurant**, fitness options and parking facilities
- Support with **relocation**, housing search and additional moving costs
- Modern offices, **flexible working hours** and the option for teleworking
- Access to various professional **development opportunities**
- A stable, wellorganised and internationally oriented **work environment**

If you have questions, we will be happy to assist you using the reference number below.

Referenz-Nummer: 406510A48158

Ihr Ansprechpartner:

Malte Rehberg

Assistent

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 **Wutow**
Finding Competence

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