



Management Assistant/ Business Process Assistant (m/f/d) - international Bank

Our client is a major financial institution looking to strengthen their team as soon as possible with a:

Management Assistant/ Business Process Assistant (m/f/d) - international Bank

Your tasks & responsibilities:

- Check and cross-reference candidate profiles in successful recruitment campaigns leading to fixed-term contracts
- Manage flow of information, i.e. preparing and handling internal and external emails and telephone calls related to the above topic
- Report on findings / discrepancies in a structural manner and manage related data storage in line with internal provisions
- Various administrative tasks, such as the issuance of certificates or the processing of removal requests, tasks related to the onboarding of newcomers in the division, tasks related to document management and/or other Human Resources related tasks

Your qualifications:

- At least 2 years administrative experience
- Commercial apprenticeship or similar degree
- Computer knowledge and familiarity with the MS Office suite



- Advanced level of English, both written and spoken (Minimum C1)
- Ability to take initiative, prioritise and flexibly switch between tasks and work accurately with an eye for detail
- Organisational skills combined with commitment
- Interpersonal skills and cultural awareness

Your professional future:

- You will find a job in an international team that has worked on exciting and challenging topics in an innovative and creative environment.
- You will receive a performance-based compensation under attractive working conditions

Please send your English application documents to bewerbung@bs-wutow.de for further information.

Referenz-Nummer: 406535A26894

