![Wutow - Finding Competence]

Senior Business Process Assistant (m/f/d)

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

Senior Business Process Assistant (m/f/d)

Your future tasks and responsibilities:

- Supporting training participants and their managers with any relevant queries, including high level stakeholders up to senior management level
- Performing pre-selection of training participants based on defined criteria
- Arranging (organising) training sessions and accompanying the participants (sending invitations, training materials etc.)
- Creating learning score cards for monitoring of the trainers' performance
- Processing training related expenses and archiving related documentation
- Involvement in changes or improvements to the training organisation processes
- Preparing reports and presenting them
- Document management, preparing and maintaining internal files; general administrative tasks

Your qualifications:

- Formal commercial/vocational qualification or formal qualification in business studies, administration or another relevant subject training
- 4 years administrative experience
- Computer knowledge and familiarity with the MS Office suite
- Advanced level of English, both written and spoken

- 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
- Self-motivation and ability to work without close supervision and under time pressure

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 us your application documents including any certificates or references.
We look forward to hearing from you!

Referenz-Nummer: 401510A23685