



Secretarial Support (m/f/d)

BS Wutow GmbH is your expert in recruitment and placement of professionals and executives in the region of Frankfurt. As a privately owned company in the nationwide scale BS Group, we rely on consistent quality and service orientation in the realization of our individual staffing services.

Our client is a major international operation institution located in the Rhine-Main metropolitan area. For this client, we are looking for a dedicated:

Secretarial Support (m/f/d)

Responsibilities:

- Preparation and processing of internal and external correspondence. Registering and distributing, copying, retrieving incoming and outgoing mail
- Manage the flow of paperwork for the Operations secretariat, in particular documents relating to internal and external meetings
- Answering telephone calls
- Arrange and provide secretarial support for meetings
- Filing and archiving documents
- Support to organising staff business travel

Skills and Qualifications:

- Secretarial/ Office Assistant qualification/training and proven secretarial experience in a multi-lingual and/or international environment



- Fluency in English
- Experience in the use of MS Office applications, an electronic documentation management system and SAP
- Ability to communicate effectively with international staff on all levels
- Strong support and user orientation
- Proactive attitude and strong sense of team working

Your professional future:

- An international environment, a motivated team, and a fair compensation await you
- Start your career in Germany in a recognized and interesting organization

We look forward to your application!

Reference-Number: 406535A19254

Your contact person:



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