



Cs2 ITEC bietet Ihnen als Berufseinsteiger oder erfahrenem Spezialisten ausgezeichnete Möglichkeiten der fachlichen und persönlichen Weiterentwicklung.

Bei spannenden und abwechslungsreichen Tätigkeiten für internationale Großkunden und Konzerne, bauen Sie, je nach Aufgabenstellung und Position tiefes Fachwissen in neuesten Technologien oder breites Projektleitungs- bzw. Führungs-Know-how auf. Durch die Vielzahl unserer Themen können wir Ihnen, je nach persönlichen Wünschen, verschiedene Technologiebereiche und Aufgabenstellungen anbieten.

Team Assistant (m/w/d)

Standort: München

Diese Aufgaben warten auf Sie:

- Supporting the Broadcast, Amplifier & Media business unit reporting to the Senior Director for Customer Experience
- Key tasks would include booking the team's travel arrangements, processing expenses, supporting the organisation of internal meetings and conferences
- Administrative support for colleagues in the department (e.g. procurement, office management, time recording)
- Working as part of a team of assistants that cover each other's leave and support each other's workload.

Was Sie mitbringen sollten:

- You have successfully completed commercial training or qualifications in business administration or a similar discipline
- You have qualified experience in the assistance area and/or office management
- You can demonstrate your organizational and communication skills in similar roles
- You excel at multitasking, have a professional and structured manner, adapting quickly and flexibly to new circumstances
- You are considered "cando" and a "team player"
- You work well with others and always have an open ear.
- You are considered reliable, and you have deeply anchored the team spirit
- You have very good user knowledge of MS Office applications. In general you are 'tool savvy'
- You are familiar with SAP ERP and Sharepoint
- Very good written and spoken German and English skills complete your profile

Wir freuen uns auf SIE !

Ihr Ansprechpartner

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Recruiterin

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Link

<https://www.cs2-itec.de/jobs/p/?p=23054>

Job-Kennziffer

23054

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