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## **FRONT OFFICE STAFF (M/F/D)**

### **Full-time**

Type of employment

### **St. Georgen bei Grieskirchen**

Location

### **General administration**

Area



**Maria Zirwig**

T+43 7248 62794 413



## **VIEW JOB ONLINE**

#### **Your tasks:**

- Organisation of the front office
- Reception of visitors
- Management of meeting rooms
- Support of the switchboard
- General office management and assistance tasks

#### **Your profile:**

- Completed commercial training (apprenticeship, HAK, HLW etc.)
- At least 2-3 years of professional experience in office organisation or Assistant positions (ideally front office)
- Communicative and independent way of working (hands-on mentality)
- Friendly, well-groomed appearance and strong service orientation
- Independent and structured way of working
- Sure handling of MS Office
- Very good knowledge of German and good written and spoken English

#### **You can expect:**

- An interesting working environment in a motivated team
- State-of-the-art work equipment
- Numerous special benefits (fruit, doctor, gym allowance, ...)
- Development opportunities in an industrial company with all the benefits of a
- family business
- Canteen with regional delicacies

For this position, a gross salary of 2.900,- Euro is planned. We are happy to overpay depending on your professional experience and qualifications.