



PR/086761 | Receptionist (m/f/d) including assistant for general affairs

Job Information

Recruiter

[JAC Recruitment Germany](#)

Job ID

1503916

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:31

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

One of the world's largest independent manufacturers of electronic and electromechanical components is looking for a Receptionist (m/f/d) including assistant for general affairs near Munich.

JOB RESPONSIBILITIES

You can contribute your organizational talent in the context of a wide range of activities as well as your communication skills in an international environment.

- **Versatile communication:** They correspond with employees, external companies, property management and visitors - in person at the reception, by e-mail or telephone.
- **Company mobile phone and fleet management:** They manage our company cell phones and company vehicles and coordinate rental car orders.
- **Classic reception activities:** You will process our mail, hand out keys, coordinate the meeting room area and order

office and consumables with foresight. This also includes the account assignment of invoices and their provision in IT programs.

- **Support of the Manager General & Branch Office Affairs:** You will assist in various tasks as part of the ongoing modernization of our office management.

JOB REQUIREMENTS

- **Your qualifications:** You have successfully completed commercial training or comparable qualifications.
- **Your successes:** You have initial relevant professional experience in the above-mentioned areas of responsibility or in a comparable position. The ability to work in a team and excellent communication skills in German and English are among your strengths.
- **Your way of working:** Your pronounced service orientation as well as your friendly, confident and professional appearance leave a positive impression as the first point of contact. You are convincing as an organizational talent with a great sense of responsibility and the ability to work independently and in a structured manner. You are characterized by your solution-oriented way of working as well as your high degree of flexibility. We expect you to enjoy dealing with people and discretion.

BENEFITS

- **Flexibility:** Enjoy 1 day of remote work per week and flexible working hours.
- **Working atmosphere:** We live a positive working atmosphere through appreciative cooperation and open communication across departments.
- **Top remuneration:** You will receive an attractive salary package with a wide range of social benefits such as: 13 salaries, capital-forming benefits, extensive accident insurance and a travel allowance.
- **Incorporation:** To ensure that you can successfully contribute your qualifications, we provide you with structured onboarding with integration into a strong network.
- **Development:** We promote personal growth through targeted training.
- **Recreation:** You will receive 30 days of vacation plus individual special leave.
- **Equipment:** Modern IT equipment is the basis for your successful work.
- **Family-friendly:** Our bicycle leasing model is also open to family members.
- **Events:** We all like to come together at regular company events such as Christmas parties, summer parties and B2Run.
- **Border:** Through the Corporate Benefits partners, you can take advantage of offers and special conditions from over 1500 providers.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Company Description