

FRANKFURT AM MAIN

Team assistant (m/f/x) and office management

Overview

Are you looking for exciting tasks in a design-oriented company that offers you stability and structure? Do you want to contribute your creativity and personality? Then you'll be a great fit for us!

The use of state-of-the-art technologies and with our expertise across all service phases according to HOAI and the use of state-of-the-art technologies, we create innovative and high-quality solutions. Our long-standing success and strong team spirit are based on an open culture and the knowledge and commitment of our employees.

Become part of our team as Team assistant (m/f/x) and office management - we look forward to your application!

You can expect the following

- First point of contact for employees and visitors as well as managing the Telephone Centre
- Coordination of appointments for partners and project managers
- Travel planning and coordination
- Incoming and outgoing mail processing and courier services
- Invoice verification and cash management
- Preparation and post-processing of meeting rooms incl. catering for internal and external events

You bring along

- Apprenticeship in the hotel industry and first work experience at the reception are recommended
- Positive energy and enjoy working and socialising with people
- Reliability, a sense of responsibility and organisational talent
- Fluent German and good English skills

We offer

- Development opportunities | Support for your personal and professional development
- Language courses | Financial support for German and English courses to support your career
- Vacation | 30 days annual leave and a rest between Christmas and New Year
- Deferred Compensation | Support for your financial security
- Work-life balance | Flexible, family-friendly working time models for a balanced lifestyle
- Location | Central office in Frankfurt (Bornheim/Ostend)

Your contact at HENN

Sophie Marz

T +49 (30) 283 099 254 . We're eager to get to know you! Please submit your application via our recruitment portal.