

job description

Assistant



These are your tasks:

- You carefully plan, organize and prepare meetings, conferences and conventions
- You coordinate appointments, check deadlines and take care of creating and checking invoices
- You maintain contact with authorities and clients and keep them informed on an ongoing basis
- You provide our customers with the best possible support and are an important point of contact for many questions
- You create presentation documents that people like to read
- Supervisors and team members can count on your professional support and are relieved by you taking on routine tasks
- You take part in meetings and are responsible for the preparation of meeting minutes

This is what you need:

- You have a good understanding of business administration
- You know your way around IT.
- You are characterized by diligence, attention to detail and a pronounced awareness of quality
- You have already demonstrated your organizational talent and planning skills on several occasions
- Service for your internal and external customers and respectful communication with them is a matter of course for you
- Ongoing training and personal development are important to you.

We offer you:

- We offer you a wide range of tasks with a lot of personal responsibility and ongoing contact with people.
- You can develop your professional skills at our internal TU Academy. If you want, you can embark on a specialized career.
- The balance between working hours and free time is important to us and we support the compatibility of work and private life.
- Our offices are staffed by people who are passionate about their work. They would be delighted if you became part of our team!
- Comprehensive training and our buddy system will help you get started in your new job

Wir schaffen Chancen!