

COMMERCIAL ASSISTANT (M/F/X)



ARTS

The future of technology is defined by people with vision and innovative ideas – people like you! As experts in engineering and production services, engineering consulting and HR services, for almost 20 years we have been supporting customers from the most diverse of high-tech industries. Become a member of our team of 500 experts and give our customers at 25 project sites the edge over the competition.

Do you have a strong customer orientation and want to broaden not only your professional but also your personal horizon? Then we look forward to receiving your application as a structured **Commercial Clerk** at our customer **Lufthansa Technik AG** in **Frankfurt am Main**.

Task description

- Performing care tasks
- Creation of works council templates for personnel measures
- Maintenance of organizational and personnel data
- Processing of personnel data in the form of standard statistics and reports
- Preparation and production of concepts and presentations

Requirements

- Completed commercial apprenticeship
- Many years of professional experience in personnel management
- Experienced handling of common IT programs, in particular SAP HR
- Good command of English
- Responsible team player

Our Services

- Permanent employment contract
- Above-average, performance-linked remuneration
- Bonuses and allowances above standard rates
- Annual bonus payments
- Personal support close to work
- Company pension scheme with employer contributions
- Extensive opportunities for training and further education

Frankfurt on the Main |
4155

YOUR CONTACT

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