

JOB OFFER**TEAM ASSISTANT - PRODUCTION (F/M/D)****PART TIME >20 H / FULL TIME / YOUNG PROFESSIONAL**

As team assistant (f/m/d) for our production department, you are the organizational talent within the team. In this role, you will convince us with your high level of service-orientation, your open mind and your ability to always maintain an overview.

YOUR TASKS

- › Carrying out internal order processing
- › Providing support in the preparation of current production documents
- › Supporting the head of production and the production planning team in all administrative and organizational matters (e. g. checking if work instructions are up-to-date and continuously revising them, maintaining our ERP system)
- › Document maintenance and storage
- › Supporting in the area of fleet management

YOUR PROFILE

- › Completed commercial or technical education (apprenticeship, technical college, HAK, HTL or similar)
- › First work experience in the office area is an advantage, but ambitious young professionals (f/m/d) are welcome as well
- › Good MS Office skills
- › Very good knowledge of German
- › You are a structured and organized person
- › You have good communication and teamwork skills

WE OFFER

- › Extensive onboarding including buddy program and meet & greet with the managing directors
- › Agile, modern and dynamic working environment with a "you" culture and scope for developing own ideas
- › Flexible working hours and home office days by arrangement
- › Congestion-free travel and parking with free charging for e-cars
- › Coffee bar and canteen as well as a sunny (roof) terrace
- › Health@Kreisel: company doctor, fitness area, sports pool and much more

Interested? Then we look forward to receiving your application! The minimum gross salary for this position is € 27,000.00 per year. How much you actually earn will be agreed with you individually and depends on your skills and experience.

Your contact:

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Information to our data protection policy: www.kreiselectric.com/datenschutz

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