



FRONT & BACK OFFICE ASSISTANT (m/w/d)

Part-time

Your profile

- Friendly manner and friendly interaction with colleagues and business partners
- You speak and write fluently German and English
- You are neat and structured
- You are always positive

Tasks

- At reception and on the telephone, you are the first point of contact for employees, business partners and guests
- You take care of the conference rooms (prepare and follow up)
- You take care of the daily routines in the office

You are convinced that you gain our team with your profile? Then we are exactly looking for you!

Send us your CV and a motivation letter to jobs@fazua.com*

In special cases, travel costs can be covered under arrangement.
*<https://fazua.com/en/privacy-policy>