

JOB DESCRIPTION



Company: 2e Systems GmbH

Location: Bad Soden am Taunus (Frankfurt), Germany

Web: <https://www.2e-systems.com/>

Type of Employment: Full Time Employment

Administrative Assistant (m/f) - Frankfurt

2e Systems is looking to expand its administrative team in Bad Soden am Taunus (Frankfurt).

The team is responsible for a range of administrative functions across areas such as: personnel, recruitment, book keeping, accounts, finance, purchasing and procurement, file management, reception, and office management.

The ideal candidate for this position will be enthusiastic, reliable and keen to learn.

2e Systems GmbH

2e Systems is a well-established software development company providing IT services to airlines all around the world. In Frankfurt we focus on internet booking engines to sell flight tickets for major airlines, creating innovative apps and pushing messages to airline passengers, pilots and cabin crew. We have a very positive and laid back office atmosphere where hard work is recognised.

Was erwarten Sie?

Sie übernehmen die Erledigung der anfallenden Büro Aufgaben sowie:

- Unterstützung der Geschäftsleitung
- Telefondienst
- Erledigung von Schriftverkehr
- Bearbeitung von Posteingang und Postausgang
- Rechnungsprüfung

JOB DESCRIPTION



Was erwarten wir?

- Kenntnisse im Umgang mit DATEV-Rechnungswesen
- Zuverlässigkeit
- Selbstbewusstsein
- Teamfähigkeit
- Sie sind offen und kommunikativ und verfügen über ein seriöses Auftreten.
- Sehr gute Deutsch- und Englischkenntnisse in Wort und Schrift

What we offer

A pleasant working environment within a dynamic and international team, challenging tasks with high personal responsibility, competitive salary, very nice office location in Bad Soden.

If this challenge appeals to you, you can offer drive, commitment and enthusiasm, and you would like to work in an unconventional, creative atmosphere with plenty of space, we look forward to hearing from you. Please send a full application, with cover letter to jobs@2e-systems.com.

Address

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