



Julian Aniol,
Monika Bauer,
Jasmin Manzoelli
Secretary's office

As a parental leave cover - for a fixed term of 1-2 years - we are looking for an **Employee Reception/Secretary (m/f/x) in a full- or part-time position (50%)**

Our offer

- The chance to play an active part in planning a sustainably designed environment
- Challenging assignments in an office with a team-based, interdisciplinary structure
- Climate-friendly transport incentives (e.g. company bicycles and travel tickets)
- An office in an attractive location with excellent public transport links
- Contribution to the pension plan, sporting activities and several annual team events

Your responsibilities

- Welcoming and looking after customers, visitors and suppliers
- Operating the telephone system
- Handling incoming and outgoing mail
- Managing correspondence
- Coordinating appointments and conference rooms
- Organisation of travel and fleet management
- Ordering office supplies
- Supporting the planning and implementation of company events

Your profile

- You'll have successfully completed a commercial apprenticeship
- You already have professional experience ideally
- You're confident in handling MS Office programs and the Internet
- You have a very good command of German and English
- You have good organisational skills and a high level of service-mindedness
- You have very good manners and a confident appearance

Werner Sobek is internationally synonymous with engineering, design, and sustainability. Our company is home to more than 400 employees and is represented on several continents. Our work is renowned for exceptional design based on outstanding engineering and integral concepts that minimise the consumption of energy and materials.

We look forward to receiving your application along with an indication of your salary expectations and your preferred starting date. If you have any questions, please do not hesitate to get in touch.

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