



B.Eng. Steffen Kleintscheck
Commercial Manager WSF

To expand our team we are looking for an **Office Management Assistant (m/f/x)**

Location: Frankfurt

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
- A contract with long-term future prospects
- Opportunities for personal development and advancement within a global network
- Climate-friendly transport incentives (e.g. company bicycles and travel tickets)
- An office in an attractive location with excellent public transport links and a view of the Frankfurt skyline
- Contribution to the pension plan, sporting activities and several annual team events

Your responsibilities

- Supporting the accounting department with invoicing, preparatory bookkeeping, cash management, travel expense accounting, and preparation for monthly and annual financial statements
- Assisting in project controlling and receivables management
- Maintaining process documentation and process management
- General administrative tasks such as filing, archiving, mail distribution, handling phone calls, forwarding information, and supporting project teams
- Organizing and assisting with appointments, meetings, and events
- Conducting research and creating presentations, as well as assisting with acquisition activities
- Following up and actively contributing to tasks and internal projects
- Collaborating directly with executives

Your profile

- You successfully completed your commercial training or have a comparable qualification
- You ideally have professional experience in the construction or construction planning industry
- You are proficient in Microsoft Office (Word, Excel, PowerPoint) and ideally have knowledge of Microsoft Dynamics 365 Business Central
- You're a team player with a willingness to take on responsibility and actively contribute
- You have a structured, meticulous, and independent working style
- You have strong communication skills and a friendly, approachable demeanor

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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