



Dipl.-Betriebswirtin (BA) Jacqueline Becker  
Administration

## To expand our team we are looking for **Student Employees Back Office (m/f/x)**

Location: Frankfurt

### What we offer

- Interesting and varied work in an interdisciplinary team
- Collegial cooperation and good working atmosphere
- Flexible working hours by arrangement (approx. 15 hrs. - 20 hrs./week)

### Your responsibilities

- Reception and care of customers, visitors and suppliers
- Operating the telephone switchboard
- Processing incoming and outgoing mail
- Handling general correspondence for our engineers
- Preparing test reports according to template
- Archiving and documentation of project documents
- Coordinating appointments and conference rooms

### Your profile

- You have a very good command of German and English
- You're familiar with Excel and Word
- You have well-developed organisation skills and a sense of responsibility and reliability
- Your way of working is precise, careful, independent and fast
- You're ready to take on responsibility and play an active role

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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