



https://tlconcept.eu/en/?post_type=jobs&p=6585

Office administrator (m/f/d)

Description

Office administrator (m/f/d)

Location: Klipphausen

Job description

TLC GmbH is a successful and long-established company in the field of **insulation, fire protection, ventilation and air conditioning technology**. Our aim is to ensure the highest quality and maximum efficiency for our customers. We specialize in the implementation of major projects and framework agreements throughout Germany and in other European countries.

Our team is looking for an **office administrator (m/f/d)** to start as soon as possible.

The position is to be filled full-time.

What we can offer you in addition to our experience:

- an **open-ended** employment contract
- an attractive salary
- Company health insurance
- our own employee app
- systematic onboarding
- a **secure job** in a constantly growing company
- a familiar working atmosphere
- **30 vacation days**
- Individual development opportunities
- Further training opportunities
- **modern IT** equipment
- Regular, fun & sporty company events

Your tasks will be:

- Recording the hours of industrial employees
- Master data maintenance
- Accounts receivable accounting
- Order and project system
- General postal administration
- Processing of notices, including fine notices, garnishments
- Keeping sickness/accident statistics
- Support in fleet management
- Reception of customers, applicants and business partners
- Other administrative processing

Your profile and our expectations:

Hiring organization

TL Concept GmbH

Job Location

An der Novisol 2, 01665,
Klipphausen, Sachsen, Deutschland

- You have completed a commercial apprenticeship
- First professional experience in processing or a similar task would be very advantageous
- Responsible and independent way of working
- Confident handling of MS Office
- Ability to work in a team and strong communication skills

If you feel that our company is a good fit for you, we look forward to receiving your application, stating your earliest possible starting date and salary expectations, at **susanne.herrmann@tlconcept.eu**.