

# Azenio

## Home For Your Business

<https://www.business-center-eschborn.de/job/2671-2-2/>

### Office job (m,f,d)

The Azenio Business Center is located on the 14th floor of the impressive Taunus Tower, within walking distance of an S-Bahn station with a Frankfurt fare zone (Eschborn-Süd S-Bahn station).

Our customers rent individual offices or individual workstations, each fully equipped. The Azenio team supports our customers from the central secretary.

### Office job tasks in Eschborn

- General office organization (reordering empty items, reprinting labels, checking general cleanliness on the floor)
- Responsibility for the smooth running of the reception desk in the entrance hall of the Taunus Tower, acting as the contact person for the entire building
- Processing incoming telephone calls for our customers and recording callbacks
- Processing Azenio customer mail (incoming and outgoing mail)
- Daily processing of Azenio customer enquiries
- Sending and receiving Azenio customer parcels
- Serving Azenio conference room customers if necessary

### Knowledge and skills required for the job at Azenio

- Completed commercial training, preferably in the hotel/catering industry with the following qualifications: Office clerk (m/f/d)/Restaurant specialist (m/f/d)/Hotel clerk (m/f/d)/Hotel specialist (m/f/d)
- lateral entrants also welcome
- First points of contact in the commercial sector would generally be an advantage
- Confident handling of Microsoft Office (especially Excel, Word and Outlook) and Google
- friendly demeanor and well-groomed appearance
- enjoy working with people
- a service-oriented way of working and a hands-on mentality
- solution-oriented thinking
- fluent German (at least B2 level)
- confident English (at least A2/B1)

### What we offer

- Permanent position in an office job near Frankfurt, full-time or part-time possible
- regular working hours (Monday to Friday without public holidays)
- 30 vacation days
- very good public transport connections (bus and train in the immediate vicinity, Frankfurt fare zone)
- Very good highway connections (A5, A66 and A648) and underground parking lot
- Travel costs or Germany ticket covered

### Arbeitgeber

Azenio Business Center Eschborn GmbH & Co. KG

### Start

as soon as possible

### Duration of employment

Permanent

### Place of workWorking Time

Taunus Tower, Mergenthalerallee 73-75, 65760, Eschborn/Frankfurt

### Working Time

between 8.00 bis 18.00 Uhr

### Veröffentlichungsdatum

7. Oktober 2024

**Contact**

You want to start with us?

Please send your detailed application documents, including your salary expectations and earliest possible starting date, by e-mail directly to Marcel Piepenbrink: [jobs@azenio.de](mailto:jobs@azenio.de)