

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