



AROBOT

To strengthen our team we are looking for an immediate

Office assistant (m/f/d) for the location in Budapest

ABOUT US

The AROBOT is a company of ARAGON GmbH.

YOUR TASKS

- Branch management
- Internal and external communication interface
- Establishment, correspondence and maintenance of customer data
- Support in the preparation of quotations
- Customer database maintenance via the merchandise management program
- Procurement of advertising and marketing material
- Implementation of marketing measures
- Telephone answering

WHAT WE OFFER

- Future-proof, interesting and challenging field of employment
- Open and dynamic corporate culture
- A challenging and varied area of tasks with a high degree of personal responsibility
- Performance-related compensation
- Flat hierarchy and collegial atmosphere
- Flexible working hours

YOUR PROFILE

- Completed vocational training/studies in business administration or professional experience in a comparable environment
- You are an organizational talent, have the overview of everything
- You convince on the phone with very good language skills
- You bring along communication skills, a professional and confident appearance
- Very good MS Office skills
- German and English language skills, both written and spoken

INTERESTED?

We look forward to receiving your application documents with details of your salary expectations and earliest possible starting date by e-mail to

bewerbung@arobot-kft.com

If you have any questions, please contact Ms. Yvonne Lürer at 0711 5172593.