



## Senior Business Process Assistant (m/f/d)

Our client is a major financial institution looking to strengthen their team as soon as possible with a:

### **Senior Business Process Assistant (m/f/d)**

#### **Your future tasks and responsibilities:**

- Checking of CVs, pre-selection for interviews and/or correctness checks
- Answering queries in recruitment campaigns
- Scheduling of interviews and/or other meetings/events
- Preparing reports and presenting them
- Document management, preparing and maintaining internal files
- Maintaining electronic and paper registration and filing systems
- Updating databases
- Preparing documents for attendees to meetings, conferences and seminars
- General administrative tasks

#### **Your qualifications:**

- Formal commercial/vocational qualification or formal qualification in business studies, administration or another relevant subject training
- 4 years administrative experience
- Computer knowledge and familiarity with the MS Office suite
- Advanced level of English, both written and spoken
- Ability to take initiative, prioritise and flexibly switch between tasks and work accurately with an eye for



detail

- Organisational skills combined with commitment
- Interpersonal skills and cultural awareness
- Self-motivation and ability to work without close supervision and under time pressure

### Your professional future:

- You will find a job in an international team that has worked on exciting and challenging topics in an innovative and creative environment.
- You will receive a performance-based compensation under attractive working conditions

Please send us your application documents including any certificates or references.  
We look forward to hearing from you!

Reference-Number: 401510A21618

### Your contact person:



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