

Krieg & Fischer Ingenieure GmbH is an engineering company operating worldwide with a focus on the design and construction of biogas plants. The company has many years of experience in the field of biogas technology.

As soon as possible, we are looking for a new employee for our Göttingen office

All-rounder in team assistance (m/f/d) full or part time

This is what awaits you with us:

Extensive and varied assistant activities to support our engineers and the management by performing administrative tasks that go beyond secretarial activities such as telephone switchboard, the reception of guests and office organization.

This includes invoicing, support of project organization and document management, maintenance of master data, support of controlling, planning and preparation of business trips as well as correspondence with business partners and corporate clients in German and English.

What you bring to the table:

- ✓ Fluent written and spoken German, good English skills are an advantage
- ✓ A high level of organizational skills and a hands-on work attitude
- ✓ Self-evident handling of emails, internet, and the common office applications
- ✓ Commercial training or controlling experience is an advantage, but not a prerequisite

In the team assistance you work independently and goal oriented. However, you are not alone and work with a diverse, dynamic team, which will support you during your induction and with whom you will make a joint contribution to the international energy transition. Krieg & Fischer Ingenieure GmbH promotes your professional and personal development through advanced training courses as part of your work activities. We offer you the opportunity for flexible and contemporary working. The compatibility of private and professional life is a matter of course for us.

Are you interested? Let us know and send us your meaningful application documents to

Zimmermann@KriegFischer.de

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