

Ploetz + Zeller GmbH is an agile and innovative software product and consulting company in the field of BPM. With our products Symbio and movmint we digitize and dynamize the integrated process management system. In this way we are working together towards the goal of establishing an automated and assistance-based management system for our customers. Our customers range from large DAX corporations to small innovative SMEs.

We are looking on a full-time basis for our locations Dortmund and Munich a

Team-Assistance (m/w/d)

You enjoy

- To help shaping the success of P+Z with ideas and creativity and to become a part of it yourself
- To deal with new technologies and to tread new paths
- To support our team

We would like to get to know you, if

- You can independently and proactively manage all the processes of an office
 - You think independently and proactively
 - You like to support and relieve the team
 - Are you interested in innovations, IT solutions/software and new technologies
 - You are proficient in Excel, PowerPoint and Word
 - You like to be in contact with customers/suppliers
 - You can deal competently with both customers and suppliers
- Ideally you are multilingual and have very good German and English skills

You expect

- a completely agile team with intrinsically motivated colleagues and flat hierarchies
- a flexible working environment, the ability to work independently and a flexible place to work
- a modern range of topics and tasks such as supporting the team in various tasks, supporting the locations and managing the suppliers, preparing and quality assurance documents, organising events and team events, etc.

Are you interested?

Send us your application documents with the earliest entry date and salary expectations to recruiting@p-und-z.de !

We are looking forward to it! Thank you.

The P+Z Team

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