



Commercial Assistant (m/f) – Full or Part Time – Munich

As a commercial assistant (m/f) in full or part time you will be an energetic assistant for our Munich team and be responsible for general back office tasks.

We are the **MessengerPeople**! Every day we look forward to working with our customers on innovative and professional communication over WhatsApp and Co. Our success comes from our teamwork, creativity, efficiency, and knowledge. Our team is made up of over 60 people from 12 countries, with diverse experiences and backgrounds: together, we share of a vision of continued success for MessengerPeople.

Each day here is new and different. We can't offer you an average office job – instead, a diverse field of tasks awaits you, offering you the flexibility to develop professionally and personally. We give you the chance to work between different departments, to try out new areas, and to grow entrepreneurially.

Your Responsibilities:

- Your main activity will consist of administrative and organizational tasks.
- Invoice verification and management
- Accounting in our internal CRM system
- Preparation and support for financial accounting
- Monitoring outstanding items, issuing reminders, and auditing travel expenses
- Master data maintenance, order management and office materials management
- Scanning documents and electronic forwarding
- Mail and e-mail processing
- Through excellent meeting preparation, planning, and coordination, you ensure that everything runs smoothly
- Organizing company events falls in your department in 'Feelgood Management'

Your Background:

- A completed commercial training (for example, commercial clerk or administrator) is a great preparation
- Work experience in the aforementioned areas is preferred
- You possess organizational talent and reliability
- Structured, conscientious, and independent
- Quick learner and problem solver
- Strong communication skills, attentional to detail, curiosity, and engagement
- You are interested in office management and you are a good team player
- Excellent MS Office skills (Word, Excel, PowerPoint and Outlook)
- Business fluent English and German

What We Offer You:

- Interesting goals and insights in an innovative and quickly-growing environment
- Diverse tasks in an internationally active company with an open culture
- Excellent possibilities for personal and professional development
- Flexibility, encouraging your ideas and engagement
- Great prospects, a quick learning curve, and excellent contacts
- A highly motivated and international team
- Regular team events

Are you interested? We look forward to hearing from you!

Please send your CV to jobs@messengerpeople.com with your availability and expected salary.

For more information:

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