

**Creating Points of Passion!**

# COMMERCIAL ADMINISTRATION

**(m/f/x)**



Creating Points of Passion! Are general administrative tasks your thing and do you keep an eye on deadlines? **Then support our administration in the commercial area.** Raumtechnik Messebau & Event Services GmbH currently has around 170 employees and offers first-class performance worldwide for brands such as Renault, Siemens, Mercedes, Würth, BMW and many others. We look forward to welcoming likeable personalities who are passionate about what they do and represent a fascinating company in an exciting industry through successful work

Strengthen our team in **Stuttgart** as:

**COMMERCIAL ADMINISTRATION (m/f/x) full-time or part-time**

## **Our performance for you:**

- Appreciation, team spirit and a culture of trust
- 30 days vacation and special leave
- Intensive training
- Further training opportunities
- Flexible working hours
- Subsidy for our canteen
- Company events
- Sufficient parking spaces
- Company health management
- VWL subsidy
- Group accident insurance
- Modern workplaces at the nature reserve

## **Where you are strong/where you want to go:**

- Managing contracts and ensuring that deadlines are met
- Insurance management and contact person in the event of a claim
- Representation of the travel agency
- Assistance to the commercial management with business management tasks
- Other administrative tasks

## **What you bring with you:**

- Training in the commercial sector? Perfect!
- Work experience in administration? Top!
- Good understanding of commercial business processes.
- Team player & organizational talent? Check!
- Clear communication for the best result is your thing!
- Very good knowledge of German and English.

## **What you can look forward to:**

- Diverse, exciting tasks and projects
- Team spirit: everyone cool and passionate at the start
- We support your development: professionally and personally

## **Are you in?**

**Give us a call or send an email.**

**We look forward for your application!**

## **Raumtechnik**

Messebau & Event Services GmbH  
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## **Personnel department**

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