



# PAR

BÜROPERSONAL PAR EXCELLENCE

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**We are seeking for.....**

## **Management Assistants (m/f)**



**Time for a change!**

The **Personal-Agentur Rafi** - short **PAR** – is a successful personnel service provider since 1987 specialized in the labor market Frankfurt am Main. Always flexible acting **PAR** merges qualified specialists with the current requirements of local companies. An excellent network is the result of 30 years of experience.

For our customer in Frankfurt am Main we are seeking for several Management Assistants (m/f) with followings tasks:

- Drafting and preparation of standard correspondence and short presentations
- Typing, formatting and copying documents
- Preparing and maintaining internal files
- Maintaining electronic and paper registration and filing systems
- Updating databases
- Preparing documents for attendees to meetings, conferences and seminars
- Organisation of meetings, conferences and business travels
- Agenda management
- Taking minutes of internal meetings
- Answering telephone calls, fax messages and emails
- Proof-reading and formatting documents.

**Qualifications and experience**

- At least 2 years secretarial and/or administrative experience
- Very good computer knowledge and familiarity with the MS Office suite
- Advanced level of English, both written and spoken
- Working knowledge of German and/or another European language would be an advantage

**Service requirements:**

- Proven organisational skills with the ability to take initiative, prioritise and flexibly switch between tasks and work accurately with an eye for detail.
- Strong interpersonal skills and cultural awareness combined with the ability and confidence to work effectively in a team and to establish and maintain good working relationships with respect to all levels of staff and external parties
- Self-motivation and commitment and ability to work without close supervision and under time pressure
- Service orientation and a pro-active attitude, enthusiasm and willingness to learn