



To support our team in the office location Babenhausen  
We are looking for a full-time permanent position with immediate effect:

## Reception Secretary / Receptionist (m/f/d)

### That is your task:

- Responsibility and staffing of our reception and the hospitality of our guests
- Supervision of our central telephone system and call switching
- Daily mail processing and minor errands
- Various front desk tasks and administrative activities (including calendar management and appointment coordination, supervision of postal and courier services, ordering office supplies, etc.).
- General office communication (first point of contact for clients, employees, external parties)
- Correspondence

### These are our requirements:

- Well groomed appearance and friendly manners
- Experience in the secretariat or comparable activity is an advantage
- Ideally knowledge of preparatory accounting and experience in the construction industry
- Strong communication skills and eloquence
- Confident handling of telephony and common MS Office applications
- High degree of helpfulness, flexibility and reliability
- Class B driving licence

You can build on that:

- Attractive remuneration and 30 days of holiday
- Flat hierarchy, short decision-making processes and a family-like working atmosphere

## Haben wir Ihr Interesse geweckt?

Please send your application to:



Grossmann Baugesellschaft mbH  
Personalabteilung  
Aschaffener Str. 35  
64832 Babenhausen



06073 - 715970



Tanja Grossmann  
tg@grossmann-  
baugesellschaft.de