



Office Management Clerk (m/f/d)



Do you enjoy working in a dynamic team?
Are you communicative and have an open, friendly personality?
Combined with your team spirit, nothing stands in the way of your success at BAB Engineering und Anlagenkennzeichnung GmbH!

We are a service provider for the national and international chemical, energy, pharmaceutical, and paper industries, with a strong tradition, high quality standards, and a diverse portfolio. We use our solutions responsibly and sustainably to ensure efficient process workflows for our customers.

We are currently looking for an Office Management Clerk (m/f/d).

Your Responsibilities:

- Handling a variety of administrative and organizational tasks
- Supporting business and office processes within the team
- Direct communication with customers and suppliers
- Assisting in order management, coordination, procurement, and invoicing
- Managing information and supporting our field service staff
- Working with software systems (CRM and ERP)

Your Profile:

- Completed commercial vocational training (Office Management or similar)
- Enjoys working with customers
- Reliable, motivated, and able to identify priorities
- Strong communication skills, team-oriented, and assertive
- High quality and service orientation
- Foreign language skills in English are an advantage

What We Offer:

- Structured and professional onboarding
- Varied tasks in an open, dynamic team
- Day-to-day work with changing tasks
- Responsibility and creative freedom in a future-oriented industry
- Personal development & training opportunities
- Flexible working hours
- 30 vacation days + special leave
- Dog-friendly workplace

APPLY NOW



Contact:

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