

Broadcast starts here. Join our team!

Thum + Mahr GmbH is an internationally oriented company. Years of project experience proves our role as one of the world's established service providers in the media and broadcasting sector. Thum + Mahr supports its partners with the development of innovative and independent concepts. Our broad range of services, from project management and system integration to service and support, is what sets us apart. Our approach is to improve workflows sustainably

Thum + Mahr is a subsidiary of the Broadcast Solutions Group!

We are looking for an:

Commercial Assistant (m/f/d) Project Assistance

Location: Monheim am Rhein, DE

Your tasks

- Assistance tasks in the area of offer and project management
- Telephone switchboard support
- Customer care
- Support of the purchasing department
- Support of import/export processing

Your profile

- Commercial training as industrial clerk or clerk for office communication.
- Working independently is a matter of course for you
- You have a good command of written and spoken English
- Very good knowledge of the MS Office suite
- Experience in an ERP system - preferably Microsoft Business Central would be desirable
- Customer orientation, the ability to work in a team, assertiveness, the ability to work under pressure and independently are among your positive characteristics.
- A very good knowledge of German rounds off your profile.

We offer

- Performance-related salary and additional inter-company benefits
- A dynamic and committed team and professional challenges
- The excitement of finding innovative solutions together with international customers worldwide
- Helpful colleagues who offer advice and support during the induction period and who also help you find solutions after the successful induction period.

Passion, courage and lateral thinking are very popular with us. We have room for every talent. Please address your application to Nanni Beck (jobs@thummahr.de) and find your chance with us.