

Business Administration Specialist (m/f/d)

Location: Munich / Start date: flexible

You have experience in:

- **Processing incoming and outgoing invoices:** reviewing, entering, and posting invoices, resolving open items, and assisting with payment transactions.
- **Visitor reception and appointment coordination:** Greeting and assisting guests, organizing meetings, scheduling, and monitoring appointments.
- **Internal ordering:** Ordering and managing office supplies, as well as coordinating additional resources as needed.
- **Contract management:** Maintaining and archiving contract documents, monitoring deadlines, and assisting with contract reviews.
- **Communication with clients:** Professional correspondence via email, phone, and in person to address inquiries and concerns.
- **Collaboration with the tax firm:** Providing relevant documents, coordinating on tax matters, and assisting with annual financial statements.

What is standard at DIR:

- Completed commercial training or comparable qualification
- Experience in processing invoices and contract management
- Proficiency with Datev and MS Office (Word, Excel, Outlook)
- Knowledge of Salesforce is desirable but not required
- Structured, reliable, and independent work style
- Strong communication skills and a friendly, professional demeanor

What's standard at US:

- Access to the best products on the ICT market, a strong reputation, and a large existing customer base
- Attractive compensation package & bonuses
- Flat hierarchies, appreciation, and strong team spirit
- Modern work environment, stunning office on the Bavaria Film campus, employee events, employee discounts at the Bavaria Film cafeteria/bistro, e-scooters, on-site gym...
- Significant scope of responsibility, considerable autonomy, and decision-making authority

Become part of the leading trusted advisor!

Apply now: karriere@savecall.de