

Job Opportunity

Berlinwasser Management Consult (BMC) is a newly founded Consulting company providing advisory services in the field of municipal water utility management. Our activities in the Berlin head office are focussed on business development and on the coordination of our worldwide project implementation.

We are currently offering the position of a

Secretary / Office Assistant (f/m)

Duties

- Assistance to the Management in all secretarial and organizational issues
- Organization of all day to day office affairs
- Support in Business Administration, including reporting
- Screening of relevant market news letters
- Participation in the preparation of prequalification and bidding document and securing the editing, binding, packing and shipping of such documents, tracing of timely delivery, etc.

Your profile

- Vocational training as Secretary / Office Assistant or comparable
- Additional (or alternative) qualification in commercial management or business administration is welcome
- Professional experience in relevant position (applications of experienced job re-entrants are also welcome)
- Excellent computer skills, in particular MS Office (Word, Excel, PowerPoint)
- German and English fluently spoken and written

Location

Berlin

Start

As soon as possible, latest 1. January 2009

Contact

Please send us your complete relevant application documents quoting the earliest possible start of work and your salary expectations to:

BMC Berlinwasser Management Consult
Human Resources Management
Stralauer Str. 32
10179 Berlin

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