

<https://wheelslogistics.com/job/office-manager-m-f-d-3/>

Office Manager (m/f/d)

Description

Structured-conceptual working meets hands-on mentality and a strong sense of unity. This is what makes WHEELS valuable for us, our customers, and partners. Today, we are a leading provider of contract logistics, much more than a mere transportation service. Whether it's Value Added Services or IT consulting – we explore new paths and repeatedly realize: there's still a lot within all of us. What potential would you like to uncover with us in Office Management?

Responsibilities

- In close cooperation with various departments, you will take on administrative and organizational tasks.
- You will be responsible for procurement tasks and the maintenance of our own sites.
- You will be responsible for planning and coordinating events, meetings and business trips.
- You handle internal and external correspondence and telephone inquiries.

Qualifications

- With your commercial training, you have laid the foundation for a job in office management.
- From the practical experience you have gained in office management or secretarial work, you are characterized by your professional self-management and your positive appearance.
- With your emphatic and engaging manner, you see yourself as a competent contact person – also in English.
- You are experienced in the use of common MS Office and email applications.

Job Benefits

- Work in a team that strives to get the best out of everything and whose cohesion is second to none.
- To ensure a good work-life balance, we partly allow mobile working from home and flexible working times.
- Find modern offices and a company daycare center for your children.
- Benefit from attractive fitness offers via our Wellpass cooperation and strong employee discounts via our corporate benefits portal.
- Coffee lover? Great, because the drinks from our original Italian portafilter machine not only taste like dolce vita, they are also free.
- On top of that, we pay vacation and Christmas bonuses as well as capital-forming benefits as part of our company pension package.

Want to find out more?

Hiring organization

WHEELS Logistics GmbH & Co. KG

Employment Type

Full-time

Job Location

Hansestraße 6, 48165, Münster, Deutschland

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