

# HENDGES

## R M C

**SERVICE THAT HITS THE MARK:** Hendges RMC provides impartial, professional advice in the field of risk management consulting, independent of insurance companies, insurance brokers and intermediaries. Our clients include both global corporations and small and mid-size companies. We develop forward-thinking strategies for optimized, sustainable insurance management and actively ensure their implementation. Our clients benefit from our objectivity, many years of experience and industry-specific know-how relating to linking client processes with the insurance and brokerage sector.

We have an immediate opening for someone to join our team in Munich and Kirchberg in Tirol as a

## TEAM ASSISTANT

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### YOUR RESPONSIBILITIES

- ✓ Providing administrative and organizational support to the team
- ✓ Handling correspondence without supervision as well as typing up letters and minutes that have been dictated and creating correspondence using templates
- ✓ Creating presentations using PowerPoint
- ✓ Preparing statistical evaluations using Excel
- ✓ Providing support to our sales staff, e.g. performing searches in the Internet

### YOUR PROFILE

- ✓ At least 3 years of job experience
- ✓ In-depth knowledge of all MS Office programs
- ✓ Flexibility and commitment
- ✓ Excellent organizational and communication skills
- ✓ Good command of written and spoken English

**GOOD REASONS FOR SEEING THINGS OUR WAY:** Our innovative, international company offers you an exciting and challenging position with excellent prospects for the future. Are you interested in a new challenge? Then please send us your complete and detailed application documents including your desired salary and the earliest date you could start. Please do not hesitate to contact us if you have any questions.