

Administrative assistant at the Kleinfeldchen outdoor and indoor swimming pool (m/f/d)

Description

We are looking for a motivated Administrative assistant at the Kleinfeldchen outdoor and indoor swimming pool (m/f/d) to start as soon as possible.

Responsibilities

- General personnel support including processing holiday requests, sick notes, changes to working hours and general correspondence
- Maintenance of electronic time management and staff deployment planning
- Contact person for employees in the absence of the pool manager
- Preparation, support and recording of staff appraisals and meetings
- Support in finance and accounting including water time allocation and invoicing
- Processing of orders through to invoice verification
- Creation and maintenance of inventories and evaluation lists

Qualifications

- Completed training of at least three years according to the Vocational Training Act (BBiG), which qualifies for the performance of the above-mentioned tasks, preferably administrative assistant, office communication specialist or office management clerk
- Flexible and occasionally available on weekends/holidays
- Confident in using MS Office
- Clear verbal and written expression, confident appearance
- Committed, team-oriented, assertive and responsible

Job Benefits

Payment is in accordance with pay group 8 of the collective labour agreement for the public service (TVöD).

Severely disabled persons with equal aptitude will be given preferential consideration. In the interests of equal opportunities, applications from women are particularly welcome, as they are currently underrepresented in this pay group.

Contacts

Questions? We are here for you!

The Central Services team will be happy to help you:

Mr Alberti, Ms Seilberger, Ms Averses, Ms Laux-Reis and Ms Matschke

Tel.: 0611 / 31-8076 or 0611 / 31-8077

Please send your detailed application to:

mattiaqua – Eigenbetrieb der Landeshauptstadt Wiesbaden
Konrad-Adenauer-Ring 13
65187 Wiesbaden

Or by e-mail to:

Hiring organization

mattiaqua

Employment Type

Full-time

Beginning of employment

Immediately

Duration of employment

Unlimited period

Job Location

Hollerbornstraße 9, 65197,
Wiesbaden, Germany

Date posted

17. June 2025

Valid through

11.07.2025

mattiaqua@wiesbaden.de or personal@wiesbaden.de