

The ABG Real Estate Group was founded in Munich in 1967 and has a successful track record going back over 50 years. The company's divisions ABG Development, ABG Immobilienmanagement and ABG Capital cover the entire life cycle of a property under one roof, from project development and construction management to letting, financing and investment management. ABG's focus is on Germany with its own offices in Hamburg, Frankfurt, Berlin, Cologne and Munich. It employs a staff of around 75 and is primarily active in the planning and development of commercial properties but also residential projects and district developments. Over the last 10 years the group has developed projects with a total investment volume of over Euro 5 billion and the current project pipeline amounts to more than Euro 2.5 billion.

We are looking to appoint the following permanent staff member to join our Munich-based team of lawyers, business people and engineers at the earliest opportunity:

ASSISTANT TO THE COMPANY MANAGEMENT TEAM

DUTIES INCLUDE:

- » Leadership of the secretariat in all organisational and administrative processes, both pro-actively and in compliance with company guidelines
- » Accurate preparation of tables, presentations, texts and particularly contracts, from dictation
- » Recording of and compliance with deadlines and follow-up procedures
- » Reliably drafting correspondence and making travel bookings
- » Management, documentation and archiving of project and company documents
- » Support to the front-of-house team including telephone and reception services

QUALIFICATIONS:

- » You will have experience in a similar position, ideally with a qualification as a legal secretary or office clerk
- » You are familiar with the usual MS Office programmes (Word, PowerPoint, Excel, Outlook), possibly also the DATEV Unternehmen Online application
- » You are loyal, absolutely trustworthy and a good communicator
- » You have a self-reliant, structured and meticulous approach to work, team spirit and a friendly and amicable personality

IF THIS POSITION IS OF INTEREST TO YOU:

Please send us your detailed application including proposed salary and earliest start date by e-mail to Ernst Bayerstorfer (ernst.bayerstorfer@abg-group.de). Ernst Bayerstorfer is also happy to answer any personal questions by telephone on +49 89 2422 660.