

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 development. 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.

To achieve our projected growth targets, we are looking to appoint the following permanent staff member to join our Frankfurt-based team at the earliest opportunity:

TEAM ASSISTANT / PROJECT ASSISTANT

DUTIES INCLUDE

- » Providing professional support to the managers and team in day-to-day business
- » Preparing and creating presentations and documentation
- » Handling general correspondence, providing telephone support and organising appointments
- » Preparing for and following-up on meetings and telephone conferences
- » Receiving and hosting business partners and guests

QUALIFICATIONS

- » You will have an appropriate college or university qualification, or have successfully completed a commercial apprenticeship and have several years of experience in providing professional support
- » You will be confident with MS Office (Outlook, Word and Excel) and modern office management technologies
- » You will be loyal, absolutely trustworthy and a good communicator
- » You will have very good written and oral communication skills in German and English
- » You will have an independent, structured and diligent way of working and the ability to work in a team in a friendly and open manner

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 Julia Dräger (julia.draeger@abg-group.de).