

Working students profile 'Allrounder'

1. An important support would be to assign the client folders to the companies from the computer on our server/drive and to create the correct folder structure. (remote)
2. Another task would be to search for kindergartens according to the desired criteria. Preparation of the search results and creation of application folders according to templates. (remote)
3. Following the kindergarten search, the matching school search is also offered. The search results must be processed and filtered according to the search criteria. (remote)
4. After successfully placing an apartment with clients, things often have to move quickly. They usually speak only English. The rental contract must be summarized and the most important points prepared in English. (remote)
5. Another important support would be certain errands to local authorities. This would involve picking up documents and taking them to the authorities, which would then be picked up again and taken to the clients. (local)
6. Kita Gutscheine application

What is essential to do these task

- Fluent in written and spoken English
- Own laptop and secure internet connection
- High reliability
- Organized and communicative
- Own car is an advantage but not a must

Working hours and payment

- 10 - 15 hours per week
- 12,50€ per hour
- Logging of hours necessary
- Max 750€ per month
- Hours are variable

Contact

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