



We are  
looking for you as:

# Office Manager

(m/f/d)

## Your Profile

- Preferably a commercial education or relevant work experience
- English, or additional foreign languages are advantageous
- Good MS Office skills
- Entrepreneurial, responsible, and independent action
- Team spirit, resilience, and endurance

## Your Tasks

- Assistance to the management
- Accounts receivable/ payable accounting
- Reminder system & pallet accounting
- General administrative tasks

## We Offer You

- A secure and modern workplace
- Performance-based pay
- A dynamic team and short decision-making paths



# GETRA LOGISTICS

Forwarding · Logistic · Transports

GETRA Logistics Deutschland GmbH & Co. KG  
Hindenburgstraße 51 · 94469 Deggendorf

+49 (9 91) 344 734-0

jobs@getra-logistics.com

www.getra-logistics.com

Scan & Job

