

Connecting customers, automotive brands and retailers globally

We deliver solutions that transform businesses

Modix has been on the market for over 20 years and is the Europe-wide leader in solutions for vehicle sales.

We are part of the US-based Cox Group, which is under owner management, offering both the benefits of being an international enterprise as well as being a flexible and supportive company.

Join our team as

Team Assistant (m/f/d)

This is where you work

- You will work in our new office building located in Koblenz and will be part of a multi-cultural, open-minded, and dynamic team.
- Our customers are spread out over 7 continents, 74 countries and speak over 25 different languages.
- Our daily routine is challenging and varied.
- We represent ourselves with a positive and appreciative attitude.

This is what you do

- You welcome clients and visitors with a positive and helpful attitude.
- You answer phone calls professionally and forward these appropriately.
- You book, set up and prepare meeting rooms for internal and external meetings.
- You sort and distribute incoming mail and coordinate outgoing mail, including filling out documents for special deliveries and courier services.
- You are responsible for the administration: such as distributing, returning and documenting the transponders.
- You maintain front office supplies and keep inventory in stock.
- You assist in the administration of the vehicle fleet, office buildings and mobile phones.
- You are responsible for archiving the company documentation.
- First impressions count: You maintain the reception area, keeping it clean and representable.

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These are your abilities

- Previous experience in the reception area is of advantage
- Excellent customer service
- Fundamental knowledge of Microsoft Office
- Solid German and English written and verbal communication skills
- High level of social communicative skills

This is what we offer!

- Personal development and regular trainings
- Opportunities for promotion in an innovative company
- Trust-based working hours
- Optimal equipment
- Free parking
- Pioneer spirit and joy on the job in a technology-minded team

Apply now!

Please send your job application with your earliest possible entry date and salary expectation to Karen Elsen:

Modix GmbH

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