

## Assistant

### Your tasks:

- Support team and managing partners in all operative business tasks
- Independently assume and have responsibility for assigned sub-areas
- Prepare for and follow up after meetings
- General, project-related and organisational tasks

### Your profile:

- Completed commercial training
- Communicative and a team player
- High degree of dedication and commitment to learning and work
- Very good knowledge of Microsoft Office applications
- Independent and careful approach to work as well as quick to grasp new tasks
- Strong organisational skills

### We can offer you:

- Diverse and challenging tasks, greater than average potential for learning and the possibility of a close working relationship with highly experienced consultants and company management
- An attractive remuneration package and a very good working atmosphere in a young, fast-growing company

We look forward to receiving your application. Please send it by email to [hr@lennertz-co.de](mailto:hr@lennertz-co.de).

### Contact person – Lennertz & Co. GmbH:

Sascha Nygard  
Düsternstrasse 10  
20355 Hamburg  
Tel. +49 . 40 . 210 913 320