



With our software solution, ALLEVO, we comprehensively support the planning and controlling processes in SAP ERP, which often affect financial accounting, sales and material management.

Companies across a wide range of industries and sizes, with national and global operations, use our SAP-integrated software applications ALLEVO JUNAN and ALLEVO KODAI to optimize their business processes. With our motto –

Experience and enthusiasm inspire excellence

Kern AG places value on a long-term and balanced working relationship in which you benefit from an experienced team and also strengthen the team with your personal and professional commitment.

To strengthen our Consulting department, we are looking for a

Consulting Assistant (m/f/d)

Your main tasks:

- Support of the consulting management, especially in administrative and organizational tasks
- Internal organization management of the process from customer inquiry to implementation in the project phase
- Appointment management for the consulting team
- Process optimization at the interfaces to other departments
- Communication point for the customer and for other departments within the company
- Documentation and monitoring of results and actions in the consulting department

Your skills, with which you complement us:

- Strong customer service orientation
- You live for processes and organization and implement them with clear written and spoken communication (DE, EN).
- Outstanding social skills and ability to work in a team
- Experience in organizing a wide range of assignments^[1]_[SEP]
- Enthusiasm for high-quality documents in terms of content and aesthetics (Excel, PowerPoint, Word)
- Competent handling of tools for communication and organization (Unified Collaboration, CRM, SAP)

We offer:

- A wide range of orientation, training and development opportunities as well as personal development and career opportunities
- High level of personal responsibility within our flat hierarchy and room for individual creativity
- Attractive opportunities for professional development

Are you looking for a new challenge? We look forward to meeting you!

Please send your application to Olaf Schmid (recruiting@kern.ag).