

Employee data maintenance (m/f/d)

Briefly about us

The **IMMOTISS Group** is a renowned consultancy firm for investors, operators and developers in the care and healthcare market. Our focus is on positively influencing the future of care and senior living. With the help of analyses, reports and our comprehensive expertise, we create clarity and orientation for all players in the industry.

Your role as a data administrator

- **Data checking and updating:** You will regularly check and update our databases to ensure they are accurate and up to date.
- **Telephone data collection:** You will contact care facilities to request missing information or verify existing data.
- **Research:** You filter relevant information from media reports and other sources to expand and improve our database.

Your profile

- **No special training required:** Your motivation and commitment are important to us.
 - **Computer-savvy:** You are adept at using computers and common software applications.
 - **Good communicator:** You enjoy talking on the phone and are not afraid to actively approach people.
 - **Careful way of working:** Accuracy and reliability are a matter of course for you.
- Analytical skills: You can efficiently identify and process important information.

We offer you:

Working in our small team takes place in an open, innovative and collegial working atmosphere. We attach great importance to friendly co-operation, helpfulness and reliability. Flat hierarchies and fast decision-making processes allow you to actively contribute new ideas and help shape processes.

Our additional benefits include

- An open-ended employment contract that offers long-term prospects
Company pension scheme and company fitness to secure your future and support your health
- Beautiful offices in Frankfurt City with convenient transport connections provide a pleasant working environment
- Regular team events that strengthen team cohesion and create a positive atmosphere
- Adequate remuneration that appropriately rewards your performance and commitment

We look forward to welcoming you to our team and being successful together.

Hiring organization
IMMOTISS

Employment Type
Full-time, Part-time

Job Location
Kaiserstrasse 53, 60329, Frankfurt
am Main, Hessen, Deutschland

Working Hours
20-40 hours per week

Date posted
15.04.2025

Please send us your complete application documents (cover letter, CV, references)
by email to bewerbung@immotiss.de

We will also be happy to answer any questions you may have by phone.

Your contact:

REHAM ALYOUSSEF
Our recruiting partner from Change Culture

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