

**Apprenticeship as
Management Assistant in Office Communication**

We are looking for a trainee with a positive attitude towards working life who is looking forward with to the training with great interest. We expect high commitment. So you should be prepared for the training being your main interest for the next three years.

You are looking for a job that offers a lot of variety and you enjoy organizing things? Here is your training.

You will be trained in the most important responsibilities as management assistant in office communication:

In our daily business you have to handle the typical commercial, administrative and organizational office tasks, i.e. general administration tasks, payroll accounting, business accountancy and correspondence. You will write invoices, monitor the payments and take necessary dunning action. In the stock management you will have to check the incoming goods, monitor the stock level, create statistics and monitor the costs. Your activities could also include purchasing and project support.

To accomplish the variety of your multiple tasks efficiently, profound MS-Office knowledge is needed.

We require for the position:

- Realschule leaving certificate or higher
- A good social behavior
- Commitment and flexibility
- Joy in office tasks
- Very high reliability
- Organizational skills
- Profound English language skills
- Profound MS Office skills

If you think this profile describes you, we are looking forward to your application!