923 3527 Apprenticeship: Clerk for office management (m/f/x) What makes us special  
  
\* Trainers: inside with heart  
\* Family atmosphere and a crisis-proof training position  
\* comprehensive training offers  
\* Joint team events e.g. Trainee Welcome Days  
\* Annual trainee projects and special projects, e.g. trainees run a furniture store  
\* great employee discounts  
\* discounted lunch in our restaurants  
\* Shortened training for very good performance  
\* high takeover chances  
What awaits you with us  
Become an organizational talent with us  
\* Review and approve order confirmations  
\* Making customer calls  
\* Interface between manufacturer and seller  
\* Recording and processing of complaints  
\* Getting to know the marketing department and checkout area  
\* Creation of financing offers  
\* Interface between customer and sales  
\* Subsequent entry of purchase contracts  
YOU bring that with you  
  
\* You are communicative, open-minded and have a confident demeanor.  
\* You don't let yourself be disturbed and always remain friendly.  
\* You like to work independently.  
\* You are mentally resilient.  
\* You have mastered the basics of Office applications.  
\* You have a successful Hauptschule or Realschule certificate (or higher).  
No worries! We will teach you everything else you need for your apprenticeship!  
tendering company  
Höffner Möbelgesellschaft GmbH & Co. KG  
e.g. Attention Ms Leuchauer  
In the Schmalau 40  
90765 Fuerth Businessman - office management None 2023-03-07 15:52:26.147000