5738 8343 Apprenticeship as a clerk in healthcare (m/f/d) Our clinic Inntaler Hof is located on the outskirts of Neuburg a. Inn in the Lower Inn Valley recreation area and in the immediate vicinity of the three-river and university town of Passau. The clinic has 101 rooms and 230 beds. Since 1994 we have been part of the Eltern & Kind Kliniken working group, which is Germany's largest private provider of mother/father & child cures.  
  
In our clinic, mothers, fathers and their children aged 1 to 12 are admitted for a 3-week preventive or rehabilitation measure. The medical-therapeutic range of indications is very diverse and includes, among other things, psychosomatic-psychovegetative diseases, metabolic diseases such as obesity, respiratory diseases, degenerative rheumatic diseases and diseases of the heart and circulatory system. Selected focus treatments tailored to specific target groups round off the holistic therapeutic offer.  
  
A team of around 120 employees in the fields of medicine, therapy, administration, the hotel industry and child and youth care work hand in hand for the benefit of patients big and small.  
  
With us you will find a friendly working environment with a strong sense of collegiality, with flat hierarchies enabling short decision-making processes.  
  
If you enjoy working with people and you care about meaningful work, you've come to the right place!  
  
Here you can take a first look at our clinic.  
  
Apply now for this position!  
  
From August 1st, 2023, we are looking for a full-time trainee as a healthcare clerk for our clinic  
  
Duration of training 3 years  
  
Your perspectives:  
  
• A multifaceted and interesting training in a committed and interdisciplinary team  
• Attractive employee advantages and benefits  
• Benefits from an established service company  
• Holiday entitlement above the statutory framework  
• The possibility of being taken on after training  
  
Your tasks:  
  
• Training according to the training plan for health care clerks  
• Insight and participation in the different areas of our clinic such as reception, reservations, personnel and financial accounting as well as medicine, care, therapy and quality management  
• Contact with patients by telephone, in writing and in person  
• Support for internal hospital projects  
  
Your profile:  
  
• Secondary school / high school  
• Interest in business connections and medical topics  
• Quick comprehension and good willingness to learn  
• Very good verbal and written skills  
• Team and communication skills  
• You have a high degree of empathy and social skills when dealing with small and large patients  
• Confident handling of common MS Office programs  
  
Have we sparked your interest?  
  
How to apply to us:  
  
• Use the fastest and most convenient option via our online application form under the button "Apply now for this position"  
• You can also email us your application to the address bewerbung@klinik-inntaler-hof.de below. Please only send us documents in PDF format.  
• Alternatively, you can also send us your documents by post. Business clerk - health care None 2023-03-07 16:02:19.927000