1795 4400 Apprenticeship as office management clerk (m/f/d) - start August 2023 Apprenticeship at Gödde  
  
During the training you will gain insight into all areas of a wholesale company - from procurement to direct customer contact and accounting.  
  
In addition to the theory learned at vocational school, the practical training gives you the opportunity to apply what you have learned in the company and to work increasingly independently.  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
You will pass through different departments and deal, for example, with customer orders, the preparation of offers, the procurement of products and accounting. You will get to know our product range and our modern logistics center and provide support with secretarial tasks.  
  
Your perspective at Gödde  
  
Since Gödde will continue to grow in the future, we train for our own needs and, if you perform well, offer you the prospect of being taken on in a subsequent permanent position.  
  
what we offer  
  
  
  
 - a practice-oriented start to professional life  
  
  
 - the elective qualifications: purchasing and logistics &amp; Order control and coordination  
  
  
 - additional training (e.g. dealing with customers)  
  
  
 - Good perspective of a subsequent takeover  
  
  
 - An appreciative corporate culture and many special benefits (e.g. free fruit and breakfast, employee discounts or an individual employee benefit program)  
  
  
 - Monthly bonuses of €100 or €200 for (very) good grades at vocational school  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
What we expect  
  
  
  
 - Good school leaving certificate (technical college entrance qualification or Abitur)  
  
  
 - Knowledge of MS Office (Word, Excel, PowerPoint)  
  
  
 - Very good German spelling and grammar  
  
  
 - Interest in commercial activities and the organization of tasks  
  
  
 - Commitment, reliability and team spirit  
  
  
  
  
  
  
  
  
  
Interested?  
  
We look forward to receiving your application with the following documents:  
  
  
  
  
  
Cover letter, CV, the last two school reports and  
  
Certificates of internships or temporary jobs. Please use our application form to send us your application.  
  
More information about Gödde as  
  
You can find training company and our working environment on our careers page, on our trainee blog or on our Gödde trainee Instagram account: instagram.com/goeddeazubis/ Businessman - office management None 2023-03-07 15:54:13.887000