2542 5147 Apprenticeship as office management clerk (m/f/d) Apprenticeship as a clerk for office management (m/f/d) in Dortmund  
  
We are a team of over 600 people and work together every day to spoil our customers with handcrafted, wonderfully fresh baked goods. We are looking for you!  
  
You can expect a secure job, nice colleagues, attractive pay and benefits above the collective bargaining agreement.  
  
We look forward to hearing or reading from you.  
  
We offer you that  
  
• A 3-year state-approved apprenticeship with challenging and varied tasks in a qualified and motivated team  
• If desired, there is the possibility of acquiring the advanced technical college entrance qualification  
• Attractive training allowance  
• Competent support throughout your training  
• Good chances of being taken on  
  
You bring that with you  
  
• Technical college entrance qualification/Realschule certificate  
• Basic knowledge of MS Office programs  
• An open and friendly personality  
• Willingness to learn and reliability  
• Organizational skills  
  
Your tasks  
  
• You will gain intensive insights into different commercial departments, such as reception, accounting, human resources and the ordering department  
• You will be involved in all secretarial work  
• You are responsible for creating advertising and price tags  
• You will support the human resources team in carrying out various office activities from hiring to termination of employment  
• Participation in the implementation of financial accounting  
  
You can rely on us  
  
As a regional family business with a long tradition, we offer you many advantages such as short distances, varied tasks and a warm atmosphere. Whether bakery, administration or sales - we are united by the love of food.  
  
Security  
  
• A secure job in the region  
• Pay above the standard pay scale  
• Coverage of travel expenses  
  
Feel good  
  
• Collegial and fair cooperation  
• Appreciation of work  
  
We won't leave you alone  
  
• Good induction & warm welcome  
• Always an open ear when things get difficult  
  
Achievement that is rewarded  
  
• Your personal and professional development is important to us  
  
A plus that tastes good  
  
• We have a staff discount Businessman - office management None 2023-03-07 15:55:45.640000