9237 11842 Apprenticeship for office management 2023 (f/m/d) Deutsche Bahn is one of the most diverse employers in Germany. Every year we look for over 4,000 trainees in 50 professions across Germany who want to get even better with us.  
  
As of September 1st, we are looking for you for the 3-year apprenticeship as an office management clerk for Deutsche Bahn AG in Nuremberg. The vocational school is also in Nuremberg.  
What awaits you in your training:  
  
  
- You are in contact with customers, suppliers and employees  
  
- Insight into different areas such as human resources, finance and controlling, purchasing and sales  
  
- Preparation of accounts for travel expenses, fees or train paths  
  
- You will be involved in the planning, management and control of projects  
  
  
Your profile:  
  
  
- You have (soon) successfully obtained your secondary school leaving certificate  
  
- A good way of expression and quick comprehension is a matter of course for you  
  
- You like working on the computer and enjoy dealing with numbers  
  
- You are known for your friendly manner  
  
- Ability to work in a team and reliability characterize you  
  
  
your advantages  
\* Depending on the year of training, between EUR 1,019 and EUR 1,222 per month plus a 13th monthly salary. The employment conditions apply to the vast majority of trainees in the DB Group. \* Fee amounts are valid from January 1st, 2022.  
\* Guaranteed employment once you have successfully completed your vocational training.  
\* You benefit from discounts in the areas of shopping, leisure, travel and rail offers. The monthly changing offers include e.g. mobile phone contracts, insurance, electricity tariffs, discounts at hotel chains, fashion and lifestyle.  
\* We offer you 16 free trips within Germany per year and other travel benefits such as DB Job-Ticket for your daily commute.  
\* We offer the best conditions for the success of your training: You will receive a mobile device from us that you can use for learning and also privately.  
  
Equal opportunities and self-determined participation of the severely disabled and equals as well as respectful cooperation are firmly anchored principles within the DB Group. For this reason, severely disabled and equivalent applicants will be given preference if they are equally qualified.  
In addition, we aim to offer all candidates the same opportunities for starting a career and for training and further education, regardless of social or ethnic origin, gender, religion or belief, age or sexual identity and orientation. We consciously promote diversity and cooperation in our teams Businessman - office management None 2023-03-07 16:09:28.940000