1840 4445 Apprenticeship for office management (m/f/d) We are looking for you as an apprentice for office management (m|f|d)  
  
This will be your construction site:  
  
  
 - during your apprenticeship you can expect exciting insights into different departments of our company: you will get to know general administration, purchasing and sales, finance and accounting as well as controlling  
  
  
 - In addition to exciting projects, you will get an excellent overview of various commercial areas of responsibility and a feel for business relationships  
  
  
 - you also have the opportunity, if necessary, to gain insights into other branches and locations and to make contacts  
  
  
Here's a hook:  
  
  
 - Successful completion of secondary school  
  
  
 - Good understanding of numbers and enjoy working with people  
  
  
 - Pleasure in commercial contexts and working on the PC  
  
  
 - First experience with MS Office applications such as Word, Excel and Powerpoint  
  
  
 - Responsibility, prudence and diligence  
  
  
 - Ability to work in a team, willingness to perform and resilience  
  
  
KEMNA. Always a touch better.  
  
  
 - Comprehensive, qualified training in an innovative and diverse work environment  
  
  
 - Subsequent extensive, varied range of further training courses  
  
  
 - outstanding corporate culture and a pleasant working atmosphere  
  
  
 - attractive tariff remuneration Businessman - office management None 2023-03-07 15:54:19.402000