6147 8752 Clerk for training exams (gn) Osnabrück - Emsland - County Bentheim  
  
  
The IHK Osnabrück - Emsland - Grafschaft Bentheim represents the interests of around 65,000 member companies in the region as a public self-government of the regional economy. At the interface between business, politics and administration, she campaigns for business-friendly framework conditions in the IHK district.  
We are looking for a full-time (40 hours/week) person for the business area of ​​training and further education as soon as possible  
  
Clerk for training exams (gn)  
  
  
Your tasks  
  
Independent organisation, implementation and follow-up of training examinations in the commercial area (intermediate and final examinations), which are mainly carried out digitally  
Consultation and information talks on exam-related topics  
Independent preparation and management of examination board meetings  
Supervision of examination board members  
Creation of test certificates  
  
  
your profile  
  
successfully completed vocational training  
In-depth knowledge and several years of professional experience in in-company training  
Independent and careful way of working and willingness to work  
High communication skills, self-confident appearance and strong team awareness  
Resilience even under deadline pressure  
High IT affinity and good knowledge of common MS Office applications  
  
  
We offer you  
  
An interesting and varied job with an established employer  
a comprehensive and structured induction by helpful colleagues  
a modern family-friendly environment with digital infrastructure  
flexible working hours, mobile working  
market and performance-related remuneration  
very good training opportunities  
extensive workplace health promotion  
  
Your contact person is Katrin Schmidt, Tel. 0541 353 545.  
  
  
  
Apply online now  
imprint  
  
  
  
Online application: clerk training exams (gn)  
  
×  
  
Thank you for your application!  
  
 We will get back to you immediately.  
  
There was an error submitting your application! Please try again later. If you continue to have problems, please contact our Human Resources department directly.  
  
Personal Data  
  
Salutation\*  
Please select Miscellaneous Ms. Mr  
  
  
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First name\*  
Last name\*  
Street and house number\*  
POSTCODE\*  
Location\*  
E-mail\*  
phone  
birth date  
More information  
  
Earliest entry date  
desired salary\*  
Do you have a severe disability? (proof required)  
  
How did you hear about us?  
Please select Employment Agency IHK Career Page Monster Neue Osnabrücker Zeitung Regio-Jobanzeiger Other Media Stepstone  
  
  
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