8758 11363 Office management trainee (m/f/d) Mömax is a success and service-oriented trend furnishing company and is expanding nationally and internationally. Like the companies Poco, Lesnina, Möbelix and Mann Mobilia, Mömax belongs to the XXXLutz Group. The XXXLutz Group employs more than 25,700 people with over 320 furniture stores in thirteen European countries.  
  
In our more than 80 mömax branches in Germany, Austria, Switzerland, Slovenia, Hungary, Romania, Bulgaria and Croatia - further mömax locations are already being planned - we offer between 6,000 and 12,000 square meters of exhibition space unique living trends that are both visually and also fully convincing in terms of price. Mömax offers the most modern living solutions, stylish complete furnishings and well thought-out furnishing ideas, even for the smallest of rooms, at a particularly good price:  
  
In any case, Mömax skilfully sets accents... Working at mömax – maximum possibilities.  
  
Office management trainee (m/f/d)  
  
Tasks:  
  
- You support the manager in all organizational tasks  
- You are the communication hub between sales, customers and managers and ensure that everything runs smoothly in the branch  
  
- You support your team in the checkout and info area  
  
- You are not afraid to communicate with suppliers and customers (also by phone)  
- You coordinate time recording and manage vacation planning  
Qualifications:  
  
- You have a successful degree in the commercial field  
  
- You are characterized by patience and determination  
  
- High resilience and flexibility are among your strengths  
- You are an organizational talent  
  
- Perfect manners and a confident demeanor complete your personality  
We offer:  
  
- A safe, varied and responsible job  
  
- A well-founded induction by our training department with our own trainers  
  
- Excellent personal development opportunities that a successful company can offer you  
  
- A pleasant working atmosphere in a professional team  
  
- High opportunities for advancement  
  
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