5783 8388 Trainee office management clerk (m/f/d) for 2023 B&O plans, builds and manages affordable living space with traditional craftsmanship and  
innovative technology. In addition to maintenance and refurbishment work for currently around 600,000  
B&O offers companies in the housing industry specially developed apartments every year  
Solutions for the area of ​​modernization both in the context of a change of tenants and in the  
inhabited condition of a building.  
In addition, the handicraft company founded around 60 years ago in Upper Bavaria is involved  
innovative solutions for its approximately 2,300 employees at over 30 locations in Germany  
affordable living space such as parking lot superstructures, roof additions and serial construction  
wood-hybrid houses. With the magicplan application acquired in 2016, which records a floor plan  
made possible by means of augmented reality technology, B&O assumes a pioneering role in the  
industry and offers its customers opportunities for sustainable process optimization  
craft services.  
  
  
That's what awaits you with us  
  
During your three-year journey at B&O, you will get to know the different departments of our B&O Service Group and find out what you enjoy most.  
  
You will support our departments in the various areas with the following tasks:  
  
- Order processing / administration and billing  
- Correspondence and communication with customers as well as with internal and external partners  
- Appointments with tenants  
- Termination of craftsmen  
- Telephone (post-)processing of damage  
- Data maintenance and data processing  
and much more!  
  
By attending vocational school, the knowledge acquired in practical training is supplemented theoretically. Lessons take place at the Munich vocational school on one or two days a week.  
  
We offer you for your activities  
  
- A tailor-made, interesting, varied and practice-oriented training with development opportunities  
- 30 days holiday and holiday pay  
- Regular feedback meetings  
- Innovative work with smartphones and tablets  
- Coverage of exam preparation courses and learning materials  
- Annual trainee events  
- A training allowance according to the requirements of the HWK (adjustment in the event of an increase), as well as a travel allowance  
- B&O shopping benefits at specialist retailers and generous discounts at more than 800 shops (e.g. adidas, Sky, concert tickets, mobile phone contracts, etc.)  
- Very good chance of being taken on after successfully completing your training  
  
What you need to become an expert  
  
- You have a passion for technical connections and are skilled in manual work  
- You have successfully finished school (soon).  
- You have a friendly, safe and well-groomed appearance  
- That sounds like a perfect apprenticeship position?  
- Then take your chance now and become part of the B&O family!  
  
We look forward to receiving your detailed application documents (CV, school reports).  
  
Would you like to start a career that will make you feel comfortable from day one? The exciting world of the housing industry offers you the best opportunity to use your organizational and coordination skills. office clerk None 2023-03-07 16:02:25.520000