1792 4397 Training as an administrative assistant (m/f/d) for our fee accounting department and the department... Administrative clerk (f/m/d) for our contradictions department and the area of ​​fee accounting  
  
Do you want to make an important contribution to the healthcare system and are you looking for a secure apprenticeship? As a modern service company in the healthcare sector, it is our job to ensure outpatient medical and psychotherapeutic care for around 9.5 million people in North Rhine. For our 19,500 contract medical and psychotherapeutic members, we offer a wide range of services and advice, quality assurance of medical services, ensuring outpatient care and emergency services; We also take over the distribution of fees and representation of interests.  
  
Curious? Then start with an apprenticeship at the Association of Statutory Health Insurance Physicians North Rhine (KVNO)!  
  
Your future  
  
  
  
 - Your three-year training takes place in all specialist areas of KVNO, in particular fee accounting and the contradictions department  
  
  
 - You will also gain insights into various commercial areas such as purchasing, finance, controlling and human resources  
  
  
 - For the theoretical training content, you will attend the Max-Weber Vocational College in Düsseldorf and will receive additional instruction at the Institute for Public Administration in Hilden  
  
  
 - You get to know the structures, functions and legal tasks of the KVNO  
  
  
 - You will work on contradictions and check their varied facts, create draft resolutions for meetings and formulate decisions  
  
  
 - In the area of ​​fee accounting, you will advise our members and support them with accounting issues, process transactions and help organize events  
  
  
 - Right from the start you will be involved in the individual work processes of your training - taking on responsibility and working independently will be encouraged  
  
  
 - A great community of trainees who will accompany you on your way is looking forward to you  
  
  
your strengths  
  
  
  
 - Good verbal and written communication skills as well as good mathematical and linguistic understanding  
  
  
 - High level of learning &amp; willingness to perform  
  
  
 - Familiarity with MS Office programs  
  
  
 - Open-mindedness, team and communication skills, reliability, sense of responsibility, organizational strength and a careful way of working  
  
  
 - Keen interest in laws and legal principles  
  
  
 - A good secondary school leaving certificate (technical college entrance qualification) or (technical) university entrance qualification  
  
  
our range  
  
  
  
 - Intensive and continuous support from the start of training  
  
  
 - Own laptop, modern office equipment  
  
  
 - Training package specifically for trainees  
  
  
 - Support in reconciling work and family - among other things through flexible working hours, day care center close to the company and holiday offers for children  
  
  
 - 30 days annual leave  
  
  
 - Training fees according to TVA-L BBiG:  
  
  
 - 1st year of training: €1,086.82  
  
  
 - 2nd year of training: €1,140.96  
  
  
 - 3rd year of training: €1,190.61  
  
  
  
  
  
  
 - Additionally:  
  
  
 - reimbursement of travel expenses  
  
  
 - Annual bonus  
  
  
 - Bonus for the successful completion of the training  
  
  
  
  
  
  
 - Our goal: acceptance into our team in the contradictions department after successful training  
  
  
Apply now until March 26th, 2023 via our online application system!  
  
Upload your complete application documents there as a PDF: letter of motivation, curriculum vitae, the last two school reports, internship reports, job references if applicable, proof of severe disability if applicable.  
  
Applications from women are strongly encouraged. In accordance with the NRW State Equal Opportunities Act, women are given preferential consideration in areas in which they are underrepresented if they are of equal suitability, ability and professional performance, unless reasons relating to the person of the other applicant prevail. Severely disabled and equivalent applicants will be given preference if they have the same qualifications.  
  
The application will be treated confidentially.  
  
Still questions? We are at your disposal under the telephone number below or by e-mail at bildung@kvno.de">Ausbildung@kvno.de.  
  
Contact person:  
  
Anja Moehl  
Phone: +49 211 5970 8914 Administrative Clerk - Local Government None 2023-03-07 15:54:13.513000