

BUSINESS ADMINISTRATOR FOR OFFICE MANAGEMENT

YOUR AREAS OF ACTIVITY:

- Organisational-administrative activities, e.g. dealing with correspondence, drafting presentations, planning and monitoring appointments, writing invoices, monitoring incoming payments, procuring office supplies...
- You acquire commercial knowledge in the areas of purchasing, accounting, product management, administrative shipping and marketing, product management, administrative dispatch and marketing
- We provide you with sound knowledge and skills in the national and international distribution of our products and services.
- You support our departments in the day-to-day business after only a short time

WHAT YOU BRING WITH YOU:

- Interest in commercial contexts
- Good knowledge of mathematics and German
- Reliability
- Team skills
- Analytical thinking skills
- Independent work
- Fun in the use of Word and Excel

DURATION OF TRAINING:

- 3 years standard*
- *Reduction to 2.5 years or 2 years possible based on fulfillment of relevant requirements

SCHOOL EDUCATION:

- Good general university entrance qualification
- Alternatively: Good general vocational college entrance qualification
Graduation from higher trade school