

Commercial trades

Office Management Assistant

Requirements

- General certificate of education (A-levels)
- A good command of English
- Communication skills

Organization

- Length of training period: 3 years
- Reduction of study time: Six months, subject to good grades
- Training places: Various departments in Mülheim an der Ruhr and Düsseldorf
- Vocational school: Max-Weber-Berufskolleg in Düsseldorf
- Attendance: One block of 12 weeks per year
- Final exam: IHK Düsseldorf

Job descriptions

- Materials management: Purchasing, accounting
- HR administration: Payroll accounting, vocational training
- Marketing: Sales, Logistics/Shipment
- Commercial controlling, financial accounting, Production scheduling
- Central services: works council office, organization of the PRO fitness program

Additional training

- IT courses in Microsoft Word, Excel, PowerPoint and Outlook
- Presentation techniques
- Job-related self-expression
- Language skills: Business Correspondence (English) with final examination before the Chamber of Industry and Commerce

Post-training perspectives

- Attractive job opportunities within our company
- Career development courses