



Office Management Assistant (male/female)



Qualification: German secondary education certificate, German university entrance diploma
Duration of training: 2-3 years

Overview of training

You will complete your commercial training as a dual system - in the company and at vocational college, where you will learn about the different types of companies, their legal structure and organization, and how they are classified in the economy as a whole.

You will process and compile statistics, and learn about the tasks, operations and procedures of the various departments in the company where you are a trainee.

Moreover, you will study accounting, data processing and office management.

Various professional qualification modules in the fields of specialist knowledge, working methods, information tools and personal development round off your training.

Depending on your educational background, you will sit the final examination to qualify as an office management assistant after two or three years.

Typical job description

Once you have completed your training, your assigned duties will vary depending on the department in which you are employed (cost accounting, purchasing, accounting, customer service etc.)

After you are qualified, you will be in charge of all commercial administrative and/or organizational tasks in the company and you will play a part in ensuring the smooth communication and exchange of information within the company.

Places of instruction

Company
Vocational college

Are you interested?

If so, please send your complete written application to the address shown below. Should you have any queries, please call 02755-89105 for further information.

OTTO GmbH & Co. KG

- Personnel Department -
Edertalstrasse 22
57319 Bad Berleburg

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