

INDUSTRIAL BUSINESS MANAGEMENT ASSISTANT

Industrial business management assistants are working in departments as purchasing, logistics, sales, financial accounting and personnel. Based on the diversity of operational areas in a company, industrial business management assistants specialise on one department at the end of their vocational training.

Industrial business management assistants order raw and auxiliary materials, calculate offer prices or accomplish goods inwards inspections and audits. Furthermore they manage

personal files, payroll accountings and salary statements.

Customer, team, process and project orientation are important tasks in this occupational area.



Apprenticeship

Duration: 3 years

Dual system: attendance at vocational school twice a week

Major tasks

Support of the entrepreneurial processes from order processing to customer services as well as assignment in purchase, sales, personnel, logistics, financial accounting and marketing

Prerequisites

- 🕒 Commercial college or vocational diploma
 - 🕒 Business internships beneficial
 - 🕒 Good command of English
 - 🕒 Commercial knowledge rather affinity
 - 🕒 Good knowledge of MS-Office
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Requirements profile

Consultation and supervision of customers	👤👤👤👤👤👤👤👤👤
Interaction with technics	👤👤👤
Interaction with IT systems	👤👤👤👤👤👤👤👤👤👤👤
Independence and ability to organize	👤👤👤👤👤👤👤👤👤
Creativity	👤👤👤👤
Economy	👤👤👤👤👤👤👤👤👤👤👤
Foreign languages	👤👤👤👤👤👤
Ability to work as part of a team	👤👤👤👤👤👤👤👤

Apprenticeship training positions

KIRCHHOFF Automotive has vacancies for four apprentices in this profession at its location in Attendorn and three vacancies in Iserlohn in every year.

Apprenticeship locations and contact persons

KIRCHHOFF Automotive
Deutschland GmbH
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GERMANY

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KIRCHHOFF Automotive
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