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## Apprenticeship Office Management Assistant (m/f/d)

### What you will learn with us

- You will gain full insight into all of our company's office and business processes and act as a central point of contact for customers, business partners and colleagues in this field.
- The focus of your training will include
  - Processing internal and external correspondence
  - Receiving, answering and forwarding telephone calls
  - Planning and preparing appointments and company events
  - Processing incoming and outgoing mail
  - Administration and procurement of office supplies
  - Organizing business trips and settling travel expenses
  - Preparing quotations and processing orders
  - Creating invoices and checking incoming invoices
  - Supporting our marketing and sales activities
- You will be able to take on responsibility at an early stage and actively help to organize and shape our company.
- You will also learn how to use IT systems and special application programs.

### What we offer you

- Comprehensive training by experienced trainers and colleagues
- Option to be taken on after successful completion
- 32 days annual leave
- Strong and open team
- Actively involved and supportive CEOs
- Many opportunities to help shape the company
- Freedom for personal and professional development
- Modern, spacious office with a great roof terrace and beach chair
- Regular events
- Many attractive benefits – drinks flat rate, meal discount, fitness, free parking and much more.

### What you bring with you

- You successfully complete school with a good intermediate school leaving certificate from a business school or secondary school, university entrance qualification or A-levels.
- You want to do your commercial training in a technical environment because you are enthusiastic about the varied and innovative world of software technology.
- You enjoy learning new things, are highly committed, have a talent for organization and are a good communicator.
- The ability to work in a team and good communication skills in German and English are a matter of course for you.

Software Factory GmbH

### Arbeitspensum

Vollzeit

### Start Anstellung

01.09.2024

### Dauer der Anstellung

3 Years

### Arbeitsort

Parkring 57-59, 85748, Garching, Munich, Germany

### Basislohn

960,00

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**Your Contact Person**

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