

OFFICE MANAGEMENT ASSISTANT (m/w/d)

YOUR EVERYDAY



During your training, you will be directly involved in day-to-day business.



You will have the opportunity to work in a variety of different groups.



You will receive support from our trainers and, of course, from all colleagues.



The theoretical background will be taught at the vocational school III in Regensburg.



WHAT YOU WILL LEARN

- Office management processes, work and self-organization
- Information management and processing
- Data protection and data security
- Commercial management of business processes
- Communication and customer relations
- and much more!

THAT IS YOUR PASSION?

ORGANIZATIONAL SKILLS

NUMERICAL UNDERSTANDING



COMMERCIAL INTEREST

COMMUNICATION & TEAM SKILLS