



Office management assistant (m/f/d)

📍 Wetzlar/Huettenberg 📅 Apprenticeship 📅 From 01.08.2024

**Are you interested in finding out how a software company works?
Do you have strong organisational and communication skills?
Then join our team!**

We are looking for committed apprentices to train as Office management assistants (m/f/d) starting 1 August 2024.

What to expect...

- A varied apprenticeship in cooperation with the Theodor Heuss School, Wetzlar
- A training period of 3 years
- Comprehensive support and guidance within the company
- The chance to learn methods for organising offices in an optimal way and how to use modern IT systems
- Insights into our Administration, Finance & Controlling, Marketing and Human Resources departments

Your profile:

- Higher education entrance qualification or a very good secondary school leaving certificate with good grades in German, English and Mathematics
- Strong social and communication skills
- Keen to work and learn
- Independent structured approach to work
- Good knowledge of MS Office

We look forward to receiving your complete application documents via email to personal@mbi.de. We assure you that we will treat your application in confidence.

Contact

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**Top 2024
Company**



mbi GmbH

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We offer

We offer you the opportunity to work in a motivated and committed team where ethical values play a vital role. You'll work in an international environment with the option of flexible working hours and a good work-(family) life balance.



Culture of respect



Professional development
opportunities



Company sports



Extensive fringe benefits



Flexible working time
arrangements



The latest workstation
equipment



Attractive employee events