

Industrial Business Management Assistant

Industrial Business Management Assistants work in a lot of different corporate functions. They get to know their areas of responsibility and the work flows in the company during their on-the-job training in the departments. They compare, amongst others, quotations in Materials Management and negotiate with the suppliers. In area of Production Management they schedule, control and monitor goods manufacturing and services. Industrial Business Management Assistants can also be assigned tasks in Accounting respectively Financial Management. Their area of responsibility here is accounting and controlling the occurring processes of the business volume. Consequently, Industrial Business Management Accountants work as administrators in Purchasing, Sales, Logistics, Accounting or Human Resources after completion of their apprenticeship.

Requirements

- At least German Secondary Modern School Certificate
- Good knowledge of German
- Interested in Accounting
- Foreign languages
- Ability to cooperate within a team

Duration

3 years

Place of education

Dresden

Please use our application form under “Vacancies” for your application during the application procedure!