

**Management Assistant in Office Communication**

Management Assistants in Office Communication are experts for text layout and communication transfer. They handle correspondence and create statistics, files and registers by using the latest office management and communication equipment. They furthermore keep the schedules as well as the holiday lists and prepare journeys and meetings. Processing incoming and outgoing mails, customer service and some areas of the Human Resources and Accounting Department are also part of their tasks. Their main task is to pass on communication verbally and in written by phone, pc or other technical auxiliary equipment. They also provide assistance during sales talks, conferences and workshops.

**Requirements**

- At least CSE graduation
- Readiness of mind
- Good knowledge of German
- Ability to cooperate within a team

**Duration**

3 years

**Place of Education**

Ahrensburg

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