

Vocational training (m/f/d) - Management assistant for office communication

📍 Chemnitz

Level of experience: Pupils / Students

Your purpose

Acquisition of an IHK vocational qualification

Tasks you will take on

- General secretarial duties
 - Mail processing
 - Answering internal and external enquiries by telephone, e-mail or in person
 - Customer reception and support
 - Preparing and following up on meetings and taking meeting minutes in German and English
- Assistance with general bookkeeping
 - Booking incoming and outgoing invoices
 - Assisting with the preparation of monthly, quarterly and annual financial statements
- Coordinating management appointments
- Support in the daily running of the company
- Inventory tasks
- Contact person for administrative issues of the company, suppliers and other company contacts
- Support with corporate and project controlling issues
- Assistance with administrative tasks within the sales department
- Supporting public relations and marketing

Your qualifications include

- Realschulabschluss/ Mittlere Reife (secondary school leaving certificate) or Abitur (high school diploma)
- Interest in accounting, facilities, secretarial tasks
- Fluent in German and English

Your skills include

- Strong teamwork and communication skills
- High degree of personal responsibility and initiative

What's in it for you

For more flexibility

We offer individual & flexible working hours, mobile working, flexible work assignments as well as a parent-child office.



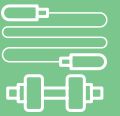
For your development

We offer individual development paths, further education & training as well as comprehensive onboarding.



For your well-being

From the company doctor to a wide range of sporting activities such as yoga or volleyball to massage.



For your strengthening

We offer catering, free coffee specialties & water, daily fresh fruits and 30 vacation days.



For our team spirit

Regular events take place. From team events to company celebrations and after-work events.



For your wallet

We offer a Spendit-Card, VWL, a company pension scheme pension plan and a fair basic salary.



Contact us

We develop functions and associated services for automated driving, driver assistance and mobility.

Send us your cv to bewerbung@fdtech.de.

For more information visit www.fdtech.de.

HR

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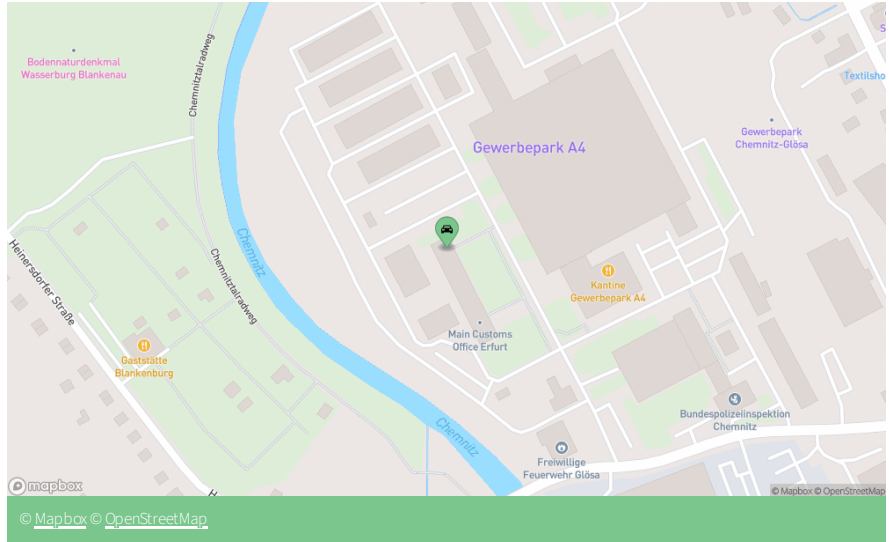


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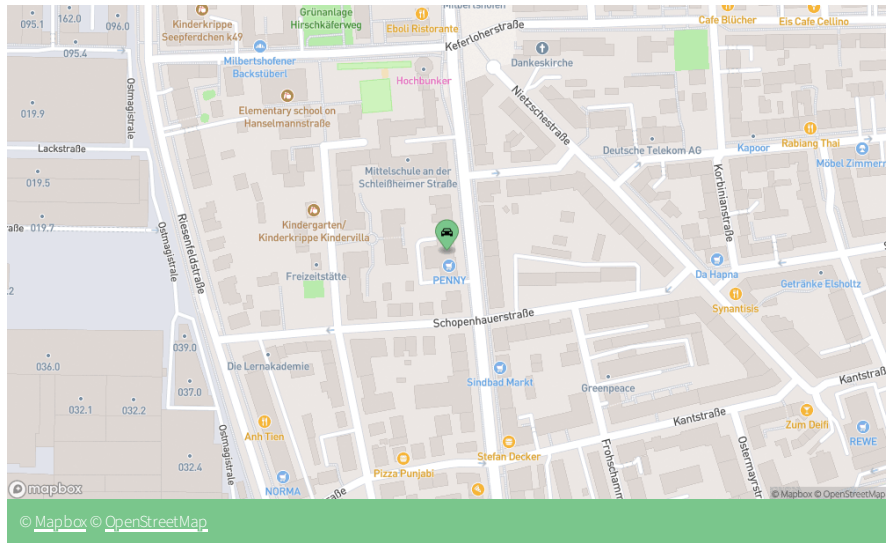


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