

APPRENTICESHIP

Industrial Clerk (all genders)

An apprenticeship as an **Industrial Clerk** is perfect for anyone who wants to work at a computer but has not yet decided on a specialism or wants to keep their options open. At Obeck, you will be trained as an all-rounder in the office and gain an insight into all commercial processes, as you rotate through various specialized departments.

Key Details of the Apprenticeship as an Industrial Clerk

Requirements:	General Certificate of Secondary Education	Location:	Practical training at our site in Föritzal	Earnings during Apprenticeship
Start Date:	August 1st	Berufsschule:	Block instruction at SBBS Sonneberg	1st Year: €950
Duration:	3 years			2nd Year: €1,050
				3rd Year: €1,150

Core Tasks of an Industrial Clerk at Obeck

- Support in all commercial and business management company processes
- Areas of application in purchasing, sales, human resources, accounting, logistics, marketing and quality assurance
- Purchasing: checking stock levels, placing orders, checking invoices
- Sales: customer service, preparing quotations, invoicing
- Human resources: determining personnel requirements, creating deployment plans, maintaining personnel files
- Accounting: booking incoming invoices, checking payment processes
- Logistics: planning and compiling deliveries, organising transport, maintaining contact with haulage companies and drivers

Useful Skills for this Apprenticeship

- Good verbal and written communication skills
- Organisational talent
- Diligence

Further training and prospects

- Business economist for controlling, marketing or human resources
- Commercial business administrator
- Industrial business administrator
- Specialist in human resources or sales

Your Benefits at Obeck

- Coverage of commuting and accommodation costs for vocational school
- Bonuses for good grades
- And much more! Explore further details on our website

Obeck as a Training Company

At our company, you will find an established family business specialising in the production of high-quality PET packaging and matching closures. Here, you can enjoy excellent training and become part of an innovative and expanding team. After your apprenticeship, we will be happy to welcome you as a permanent member of our family.

Apply now and start your success story at Obeck!

Contact:

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Click here for the online application:

or via link:

jobs.obeck.com/DeskCommander

