



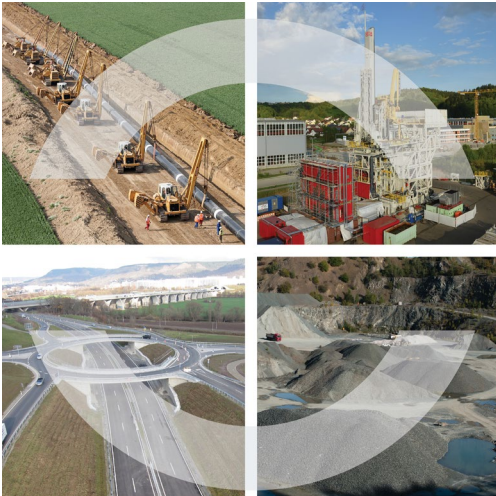
Headquarters MAX STREICHER GmbH & Co. KG aA, Deggendorf



## STREICHER Group

With a history of more than 100 years, the STREICHER Group understands how to combine quality and specialised knowledge with many years of experience in the competence fields pipeline and plant construction, mechanical engineering, civil and structural engineering as well as raw and construction material. MAX STREICHER GmbH & Co. KG aA – the parent company, with its headquarters in Deggendorf, employs more than 3,500 people worldwide.

Innovation and investments made in future oriented technologies ensure a constant development of the business activities and guarantee a long-term performance of the STREICHER Group.



- Recognised vocational training in accordance with the German Vocational Training Act (BBiG)
- Vocational training within the company and the vocational school

## OFFICE MANAGEMENT ASSISTANT (M/F/D)

Information about apprenticeship





**STREICHER**



## The vocational training at a glance

### Tasks

Office management assistants perform organisational and commercial-administrative activities. For example, they design presentations, do correspondence, obtain office supplies, plan and monitor appointments, prepare meetings and organise business trips. They also support personnel planning, order material and buy external services, serve customers, assist within the order processing, write invoices and monitor incoming payments. Office management assistants may also be responsible for marketing and sales, public relations and event management as well as human resources and warehousing.

### Skills

In order to accomplish the wide range of tasks in the most efficient way, communication skills such as customer advisory are required. For international customer or supplier contacts, English language skills are helpful. A good ability of expression and feeling for the German language is beneficial for the processing of documents. For business correspondence, IT skills are useful.

### Training Period

The **training period is 3 years** and takes place dual in the company and at the vocational school.

### Qualification

GCSE is required.

## Location

The vocational training as office management assistant takes place at our locations in **Altenmarkt and Jena**.

**Please address your application for the location Altenmarkt to:**

### **MAX STREICHER GmbH & Co. KG aA**

Schwaigerbreite 17  
94469 Deggendorf, Germany  
Tel.: +49(0)991 330-122  
Fax: +49(0)991 330-268  
E-Mail: [bewerbung@streicher.de](mailto:bewerbung@streicher.de)

**Please address your application for the location Jena to:**

### **STREICHER Tief- und Ingenieurbau Jena GmbH & Co. KG**

In den Teichen 2  
07751 Jena-Maua, Germany  
Tel.: +49(0)3641 610-300  
Fax: +49(0)3641 610-310  
E-Mail: [jena@streicher.de](mailto:jena@streicher.de)