



## Industrial clerk (m/f/d)

As an industrial clerk, you control business processes in the company. In materials management, you compare offers, negotiate with suppliers and oversee the receipt and storage of goods. In production management, you plan, control and monitor the production of goods or services. Preparing calculations and conducting sales negotiations with customers are part of your responsibilities in sales. Finance and human resources management are also among the areas in which you will learn and shape during your training. Sounds exciting and varied? It is!

### Your tasks:

- Purchase and store goods and prepare them for production on schedule
- Plan, control and monitor production processes
- Handle financial and business accounting
- Draw up duty and organizational plans in human resources management, determine personnel deployment and requirements

### Your skills:

- School-leaving qualification: at least advanced technical college entrance qualification
- Commercial understanding
- Independent work / initiative
- Reliability & Ability to work in a team
- Motivation / Willingness to perform and learn
- Ability to communicate
- Good understanding and fluency of English



### Your contact

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**DURATION OF TRAINING:**

3 years (shortening of training period possible)