



Bachelor of Arts (FOM) Business Administration (m/w/d)

You control and regulate business processes in our 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 as well as finance and human resources management are among the areas in which you will learn, work and develop during your studies.

This dual course of study combines 2 degrees in business administration: Industrial Business Management Assistant and Bachelor of Arts. In addition to practical training in the company, you will attend lectures and exercises at the University of Applied Sciences for Economics and Management (FOM) on Friday and Saturday mornings. The 1st training phase ends after one and a half years with the final examination to become an industrial clerk before the Chamber of Industry and Commerce (IHK).

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
- Human Resources Management

Your skills:

- School-leaving qualification: General university entrance qualification or specialized baccalaureate with focus on business administration
- Commercial understanding
- Independent work / initiative
- Reliability & Ability to work in a team
- Motivation / Willingness to perform and learn
- Ability to communicate and fluency in English



Your contact

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DURATION OF TRAINING:
3,5 years

