

Industrial clerk apprenticeship (m/f/d)

Stellenbeschreibung

Recycling. Environmental protection. Sustainability.

Our ideas. Your future.

We provide training.

BÜCHL. AN IDEA AHEAD

Büchl is a high-performance, medium-sized group of companies that is now in its third generation of family management. At its sites in Ingolstadt, Stammham, Neuburg/Danube, Großmehring and Győr (Hungary), it develops future-proof solutions for a sustainable circular economy and uses these in the professional disposal and recycling of waste.

We collect, sort and recycle waste in our own facilities and supply sustainable raw materials and energy.

Qualifikationen / Anforderungen

- You have successfully completed at least the intermediate secondary school leaving certificate or are about to graduate (shortening the training period to 2 ½ years is possible)
- Enthusiasm for commercial processes and interest in working with modern digital systems
- Enjoy new topics and varied tasks
- Open, polite and friendly interaction with colleagues and customers
- Sense of responsibility, careful work, ability to work in a team and reliability

Zuständigkeiten / Hauptaufgaben

- Reception: Goal-oriented communication with customers and employees
- Sales: Participation from the inquiry to the preparation of offers to the receipt of orders and the acquisition of new customers
- Dispatching: order acceptance, weighing of trucks and dispatching of our vehicle fleet and the associated personnel deployment
- Accounting: Creating invoices for our customers
- Financial accounting: getting to know various business transactions - processing invoices from receipt to correct account assignment of documents to payment
- Human resources: Acquire knowledge of human resources and assist in the preparation of payroll

Arbeitgeber:

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Start Anstellung:

01.09.2024

Dauer der Anstellung:

Duration of training 3 years (can be shortened to 2 ½ years)

Arbeitsort:

Robert-Bosch-Straße 1-5, Ingolstadt, Bavaria, 85053, Germany

Arbeitszeiten:

37 hours/week

accounting

- Operations: getting to know our operational areas

Leistungen der Anstellung

- **Meaningfulness and purpose:** Work in a group of companies that is committed to sustainability and social responsibility
- **Versatile training:** With us, you will experience a varied apprenticeship that will provide you with a wide range of skills
- **Excellent trainers:** Qualified and committed trainers accompany you during your training
- **Very good chances of being taken on:** After your apprenticeship, you can expect great opportunities to join us permanently
- **Practical experience:** You have the opportunity to work in various departments and projects to gain practical experience and apply your knowledge directly in practice
- **Attractive corporate culture:** Experience support and appreciation in an employee-oriented and family culture
- **360° support:** Our experienced trainers are always there for you to help you realize your full potential during your training
- **Additional benefits:** You benefit from many extras such as corporate benefits, INVG job ticket subsidies, free drinks, fresh fruit and much more
- **Regular events:** There's always something going on here! Whether sports, company parties or other corporate events - there's never a dull moment!
- **Relaxation guaranteed:** Relax with 30 days of vacation and recharge your energy reserves
- **Cost coverage:** We cover the costs of your exam preparation courses so that you are optimally prepared
- **Independent work:** During your training, you will acquire very good knowledge in a wide variety of areas, which will enable you to work in all commercial departments of the BÜCHL companies afterwards
- **Diverse development opportunities:** You have a wide range of opportunities to develop into a business economist and business administrator (m/f/d)