

APPRENTICESHIP

Apprenticeship: Office Management Assistant (m/f/d) 2027

Versatility meets organisation – your start into working life in Herten, Germany

Herten, Germany

Apprenticeship

2027 training year



As an office management assistant you are the organisational hero of our team. You learn to design office workflows smartly, create and manage documents and become a pro in customer contact.

Sounds like your thing? Then apply to Fresenius Instruments – a process measurement technology company looking for committed apprentices.

— Your tasks

- ✓ Supporting the team in everyday office life
- ✓ Communicating with customers and suppliers
- ✓ Handling commercial and administrative processes
- ✓ Dealing with correspondence
- ✓ Preparing invoices and quotations
- ✓ Purchasing office supplies
- ✓ Planning and tracking appointments
- ✓ Preparing meetings and presentations

— What you bring

- ✓ A school-leaving certificate (at least intermediate secondary level or equivalent)
- ✓ Interest in commercial and organisational work
- ✓ Good German, spoken and written; English is a plus
- ✓ Careful and structured work
- ✓ Team spirit and good communication
- ✓ Reliability and a sense of responsibility
- ✓ Confident with MS Office applications

— What we offer you

- ✓ Training in a successful, internationally active company
- ✓ A motivated team that supports you throughout your apprenticeship

- ✓ Active feedback and individual onboarding from day one
- ✓ The chance to contribute your own ideas and work on key projects
- ✓ Good chances of being taken on after successfully completing your training
- ✓ Supplementary company health insurance
- ✓ Flexible structures and working hours
- ✓ Training and development – professional and personal
- ✓ Modern equipment, digital tools and AI training for everyone
- ✓ Flat hierarchies, quick decisions and room for your ideas
- ✓ Free parking with EV charging, good transport links and lots of green
- ✓ Good coffee, healthy snacks and team events
- ✓ A secure job in a forward-looking company

You can look forward to entrepreneurial thinking, sustainability and a genuine culture of equality. Keen to develop together with us? Then we look forward to hearing from you!

— How to apply

Upload your CV, answer a few questions – you are done in about five minutes. No cover letter needed.

Scan the code or enter the address:

freseniusinstruments.com/about-us/career/apprenticeship-office-management/?lang=en

Questions? Write to personal@fresenius-ut.com



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