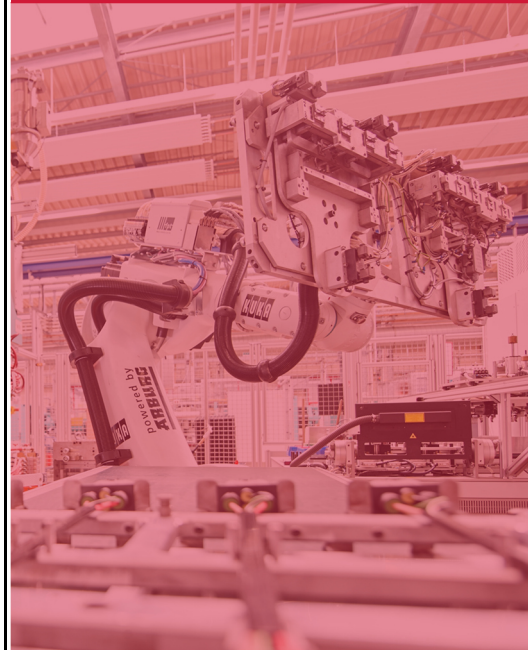


ELEKTRA with its circa 900 employees is an innovative global acting automotive supplier with locations in South Thuringia and Poland.

As development supplier and carrier of technology of electro-mechanic components for safety engineering and environmental engineering for leading system providers as well as in the area of surface finishing in day/night design we are a competent contact for our customers.

Decisive competences for this are control of innovative production techniques and highly efficient assembly solutions.



We look forward to your convincing **ONLINE-APPLICATION**.



www.elektra-schalkau.de/karriere

Elektra GmbH
Personalabteilung
Frau Simone Hopf
Auweg 1
96528 Schalkau

bewerbung@elektra-schalkau.de



Based on our long-term experience as approved company providing vocational training, we have already written many success stories.

Start your own success story with us and apply for:

Industrial clerk (m/f/d)

Training site:	Schalkau
Duration of training:	3 years
Start of training:	August
professional school:	Sonneberg
Inter-company courses:	SAZ Sonneberg

Profession characteristics:

- Controlling business processes in the areas of Materials Management, Sales, Human Resources, Finance and Accounting
- Compare offers, create calculations, negotiate with suppliers, and manage inventory and storage
- Processing of the goods issue, including the creation of shipping documents and order-related documents
- Editing, posting and controlling financial and accounting transactions
- Processing of recruitment and personnel management measures

Your personal attributes:

- Very good secondary school certificate or university entrance qualification
- Very good grades in German, English and business
- Interest in business processes
- Good PC and MS Office skills
- Care, teamwork and enjoy business challenges

After educational training:

The close collaboration with known schools and vocational institutions is connected with the objective to offer trainees a permanent position after successful completion of their training.

Additionally, we offer multifold possibilities to develop individually and to qualify for responsible tasks, such as:

- Bachelor of Business Administration and Operations
- Bachelor of Business Administration
- Bachelor of Arts