

stoba is an innovative developer of high-precision technology applications, a technology partner for the industrialization of hybrid applications and special high-end solutions in mechanical engineering. The group of companies consists of stoba Customized Machinery, stoba e-Systems and stoba Precision Technology and has subsidiaries in Germany, the UK, China, the USA and the Czech Republic. From consulting, planning and project planning, through development and design, to assembly and commissioning with service and maintenance facilities, stoba offers quality, innovation and customer proximity. With this extraordinary diversity of our competencies, we stand for collegial, sustainable and development-open workplaces with a global perspective and a corporate culture that is characterized by values such as commitment, trust and a constant willingness to change. The professional and forward-looking training of young colleagues is very important to us.

Job description

Industrial clerk (m/f/d)

3 years, shortening to 2^{1/2} years possible

Vocational training must cover at least the following qualifications:

1. The training company
 - 1.1 Position, legal form and structure
 - 1.2 Vocational training
 - 1.3 Health and safety at work
 - 1.4 Environmental protection
2. Business processes and markets
 - 2.1 Markets, customers, products and services
 - 2.2 Business processes and organizational structures
3. Information, communication, work organization
 - 3.1 Information procurement and processing
 - 3.2 Information and communication systems
 - 3.3 Planning and organization
 - 3.4 Teamwork, communication and presentation
 - 3.5 Use of a foreign language for specialist tasks
4. Integrative business processes
 - 4.1 Logistics
 - 4.2 Quality and innovation
 - 4.3 Financing
 - 4.4 Controlling
5. Marketing and sales
 - 5.1 Order initiation and preparation
 - 5.2 Order processing
 - 5.3 Order follow-up and service
6. Procurement and stockpiling
 - 6.1 Determination of requirements and disposition
 - 6.2 Order processing
 - 6.3 Stockpiling and inventory management
7. Personnel
 - 7.1 General conditions, personnel planning
 - 7.2 Personnel services
 - 7.3 Personnel development
8. Service provision
 - 8.1 Products and services
 - 8.2 Process support
9. Service billing
 - 9.1 Accounting transactions
 - 9.2 Cost and activity accounting
 - 9.3 Income statement and financial statements
10. Specialist tasks in the area of application
 - 10.1 Application-specific solutions
 - 10.2 Coordination of area-specific tasks and processes

The qualifications are to be applied and deepened in at least one of the following areas of application:

1. Marketing and sales
2. Service provision
3. Procurement and stockpiling
4. Service billing
5. Human resources management