



Oldenburger Interior GmbH & Co. KG manufactures furnishings for exclusive living spaces in yacht, store and aircraft construction. From the construction of elaborate designs, through manufacturing, to worldwide "turnkey" installation on site, we as a company offer all the building blocks for an efficient project process and a fascinating result.

Start your professional career at Oldenburger with an apprenticeship in

Office Administration (m/f/d)

Your area of responsibility:

- Practical learning the office and business processes
- Handling of incoming and outgoing postal mail
- Assistance to the reception
- Practical collaboration in various departments e. g. Human Resources, Sales
- Organization of business trips and events
- and much more

Your profile:

- At least a secondary education certificate
- Interest in business administration
- Experience in MS Office
- High degree of willingness and ability to learn
- Initiative and independent acting
- Organizational talent
- Social competence and teamwork skills
- Friendly appearance

We offer you:

- Diversified tasks in a mid-size company
- A secure apprenticeship with perspective
- A supporting team
- Holiday pay and Christmas bonus
- 30 days holiday per year
- Flexible working hours

If you are interested, please send your detailed application to Mrs Illner, bewerbung@oldenburger.com.

For online applications, please send us your documents in one PDF file.