



We are  
looking for you as:  
**Trainee (m/f/d)**  
**Businessman**  
**for Office**  
**Management**

## Your Strengths

- Interest in organizational and administrative tasks
- Good qualification or secondary school diploma
- English, or proficiency in additional foreign languages, is advantageous
- Teamwork, resilience, and endurance
- Enjoyment of learning

## We offer you

- a modern workplace
- a dynamic team and short decision-making paths

## Your Tasks

- Office organization and communication
- Accounts receivable/ accounts payable accounting
- Reminder system & pallet accounting
- Data management and documentation
- General administrative tasks
- Assistance with administrative tasks
- Customer advice and support

**Start 1<sup>st</sup> September**



# GETRA LOGISTICS

Forwarding · Logistic · Transports

GETRA Logistics Deutschland GmbH & Co. KG  
Hindenburgstraße 51 · 94469 Deggendorf

+49 (9 91) 344 734-0

jobs@getra-logistics.com

www.getra-logistics.com

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