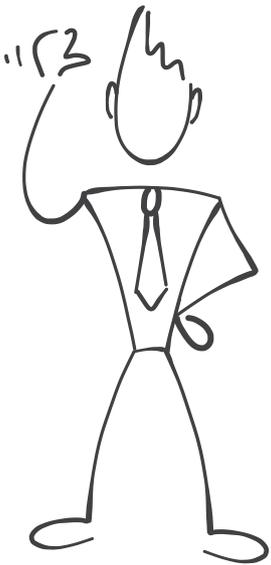


Training in Office Management



Visual Selling GbR assists innovative companies with simplifying complex concepts visually and increasing their productivity by using dialog. We also offer support for clients during strategy development and implementation stages as well as providing support in workshops for the development of ideas and new marketing and sales strategies. We do this by using live digital visualizations of conversation topics and moderating teams made up of decision-makers, experts, and managers. Focusing on the technology industry, Visual Selling GbR has become a leading service provider.

Your duties

- ☺ As part of our team you will support us in sales and marketing. You will also communicate with customers, prepare meetings, and take care of professional implementation.
- ☺ You will also have an overview of receipts and invoices, provide appropriate office equipment, and take care of employee contracts.
- ☺ Your job will also involve making sure that the business runs smoothly on a daily basis. In addition, you will be in charge of travel arrangements and other organizational tasks.

Your profile

- ☺ You have school-leaving qualifications equivalent to an intermediate school certificate, particularly in mathematics, German and English.
- ☺ You enjoy writing and communicating with customers and colleagues in both written and oral contexts.
- ☺ You work diligently and take your work seriously. You are goal-oriented, meet deadlines, like to coordinate projects and can respond flexibly to individual customer requests as well as in-house tasks.
- ☺ You are confident using MS Office applications and have a basic knowledge of HTML, Adobe applications, and LaTeX or you can quickly get up to speed. In addition, you like technology.

You will have

- ☺ An open and dynamic working atmosphere with a small highly-motivated team.
- ☺ Open space for ideas and options, as well as regular individual qualification opportunities.
- ☺ Hardware (MacBook and iPad), even for private use, employee functions and corporate events, and much more.
- ☺ When you have successfully completed your training, there is a possibility of being hired permanently

Does all this sound good to you? If so, please contact us!

Start of training: **1 September 2019**, Internship beginning on June 1st of 2019.

Miriam Hamel, Dipl.-Ing. (Graduate Engineer)

Tel.: 0361 65361526

eMail: miriam.hamel@visualselling.de

