



# Apprenticeship Office Administrator

## Length of apprenticeship

3 years

## Training system

Dual training system in the business  
and in vocational school

## What do I learn in the business?

- Professional knowledge and processes for the different departments
- Contact with clients, colleagues, applicants as well as proper phone etiquette
- Administrative management, completeness check and deadline monitoring
- Business correspondence
- Organization, autonomy

## Vocational school

State vocational school in Salzburg  
Apprentices attend the vocational school once a week

## What do I learn in vocational school?

- Commercial arithmetic and accounting
- Practical application of the acquired knowledge
- Understanding of business and economics
- General education

## Work equipment

- Computers and peripheral devices
- Communication devices
- Miscellaneous office tools and user programs (Word, Excel, Power Point)
- Office supplies

## Main duties

- Order processing
- Support in bookkeeping
- Administrative activity
- Order administration
- Creating price lists
- Repair management and complaints processing
- Organizational activities, reception

## Requirement profile

- Computer knowledge (basic knowledge)
- Good German and English proficiency in speaking and writing
- Team player
- Reliability
- Well-mannered

## Infos

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