

OFFICE MANAGEMENT APPRENTICESHIP

KEY AREA: „ADMINISTRATION AND ASSISTANCE“ (M/F/D)

SOFTWARE FACTORY – YOUR PARTNER FOR DIGITAL TRANSFORMATION. As a long-standing software and technology partner to PTC, we develop specific modules and solutions for big-name companies worldwide in close cooperation with our customers. At our headquarters in **Garching near Munich** we are now looking for an addition to our team.

What you will learn from us

- Switchboard, mediation of national and international discussions
- Email processing
- Coordination of appointments for the CEO
- Compiling documents for business trips
- Organization of corporate events
- Marketing and sales activity support

Your Profile

- Successful school leaving certificate (Fachhochschulreife or good Mittlere Reife) as well as good German and English skills
- Interest in economic and technology related topics, good verbal and written skills, accuracy and reliability, enthusiasm for dealing with people, organizational talent, high degree of commitment and independence
- Good MS Office skills

What we offer

- Dynamic, friendly working environment, flat hierarchies and direct communication
- The opportunity to help actively shape the company
- Attractive location at Business Campus in Garching (4 km from Forschungszentrum)
- Spacious, open and bright office space; area promotes exchange of ideas and information
- Intensive training and processes to comfortably assimilate employees

Vocational training starts September 1, 2019

Are you interested?

We are looking forward to your detailed application including your availability and desired salary via mail or email to the address indicated at the bottom of the page.



YOUR PARTNER FOR DIGITAL TRANSFORMATION

SOFTWARE FACTORY GmbH | Human Resources | Ms. Katharina Klotz | Parking 57-59 | 85748 Garching near Munich | T +49 89 323 501-17 | jobs@sf.com | www.sf.com

25 YEARS SF.

25 YEARS INNOVATION.

25 YEARS CUSTOMER SATISFACTION.



Who we are

Software Factory optimizes horizontal data integration with tailor-made ON TOP solutions across the entire value chain. We are the partner for digital transformation in the context of Industry 4.0, smart production, mechatronics and Internet of Things.

BMW, Bosch, Siemens, TÜV and many more companies rely on our software solutions and our outstanding quality.

We are in close and active contact with universities, we educate, work in research projects and support the qualification of students with internships and theses.

Software Factory was founded by members of the Institute for Machine Tools and Industrial Management (iwb) of Munich's technical university (TU München) in 1992 and owns experience from more than 20 years in realizing challenging software projects and products.

How we work

Software Factory plans and realizes systems and components for company-critical and company-wide processes. Our top priority is to increase and ensure the competitiveness of our customers with innovative and optimized solutions. We reach this goal by the team work of our professional and reliable employees, fairness and by open cooperation in partnership with our customers. Our employees are graduate computer scientists, business data processing specialists, mathematicians, engineers, natural scientists or qualified IT specialists which are trained by Software Factory. Satisfied customers and our employees are our main reasons for success.

What we do

Companies are more and more rated on their level of innovation. The cooperation of disciplines, the synchronization of processes and data make the basis of Big Data and Industry 4.0. With our services Digital Engineering, Digital Manufacturing & Operations, Digital Service and Industrial Cyber Security companies are ahead of their competitors and in step with the time.

What's in for you

At Software Factory, a practice-oriented task in a dynamic and friendly working environment in an attractive location in Garching near Munich is waiting for you! Look forward to great colleagues in our international team with flat hierarchies and direct communication and the ability to actively shape the company!

Our Benefits

- 30 days leave
- Performance bonuses and incentives
- Individually tailored career development paths
- Meal allowance / access to medical fitness center in house
- Beverages freely available
- Car park
- Travel allowance
- Subsidized car-sharing scheme
- Assistance in finding accommodation
- Regular team events
- Bonus for successful staff recruitment

Your opportunities at SF

Whether you are an intern, a student, a newcomer to the working world, transferring from another discipline or a seasoned professional; Software Factory has an attractive offer for every phase of your professional career.



Be in step with the time and shape the digitalization of the working world with us.

We are looking forward to working with you!



YOUR PARTNER FOR DIGITAL TRANSFORMATION

SOFTWARE FACTORY GmbH | Human Resources | Ms. Katharina Klotz | Parking 57-59 | 85748 Garching near Munich | T +49 89 323 501-17 | jobs@sf.com | www.sf.com