

A solid start to your career with vocational training at **Debatin**.

**DEBATIN**<sup>®</sup>  
SAFE. PERFECT. PACKED.



## Vocational training placement **Industrial administrator** (m/f)

Attractive and versatile.

*Anton Debatin GmbH specialises in innovative, tamper-evident packaging solutions for transport, mail delivery and logistics. Founded in 1923, this medium sized company is based in Bruchsal. With locations in France and the United Kingdom, as well as international license partners, the company today is a global leader in the industry. We focus on being responsive to our customers, producing quality products and developing path-breaking innovations. We also focus in equal measure on protecting the environment, treating natural resources with care and respect, and creating a healthy work-life balance for our employees. Because we're very aware that how we act today has an impact on the future – which is why we need to start now to consider future generations. We attach great importance to offering young people vocational training opportunities, because we want to give our trainees the best possible start to their professional career.*

### Vocational training placement

The vocational training course for industrial administrators (m/f) lasts for 3 years and is a dual system, i.e., trainees alternate between the workplace and college (HLA Bruchsal).

Industrial administrators are responsible for virtually all the commercial and economic aspects of our company. They deal with the economic / business side of all company processes, either in the core functions of marketing and sales, procurement and stock management, invoicing and HR, or in connection with other business divisions and projects.

Industrial administrators may also be deployed in field rep work, exports, investment planning and management, controlling, IT, development and organisation.

### Our expectations

- Realschulabschluss (secondary school certificate)
- A keen eye for figures and numbers
- Articulacy (moderation and presentation skills)
- Language skills
- Team spirit
- Motivation, ability to take the initiative
- Willingness to communicate and collaborate
- Focus on results, ability to make decisions

### Your tasks

- To sell our company products and services
- Marketing activities
- Customer service and support
- To assess demand for products and services, and purchase and schedule materials, resources and services
- To support order processing, e.g., invoicing and logistics
- Accounting
- Evaluating key figures and statistics in order to monitor performance and control company processes
- Recruiting and selecting staff, planning workforce deployment, human resources management
- Planning and organising work processes
- Processing documents in foreign languages and communicating with customers in foreign languages
- Team-based, process-based and project-based work, using modern IT, communications technology and media technology

### Career advancement

As an industrial administrator, you can advance your career in numerous directions, focussing for example on marketing, business finance or human resources. If your school leaving certificate qualifies you to embark on advanced education, you could complete a BA in business economics to complement your vocational training.

**You're interested** to know more, and would like to embark on an exciting vocational training course with excellent opportunities for career advancement? If so, we look forward to receiving your application!

For more information, please see [www.debatin.de](http://www.debatin.de) or [www.karriere-papier-verpackung.de](http://www.karriere-papier-verpackung.de)