

# TRAINING

## AS OFFICE MANAGEMENT ASSISTANT

**Communicative contact person for every situation! A love of planning and organisation. Good with numbers. Do all of the above apply to you? Then you are just the kind of person that SOVEREIGN is seeking as an office management assistant.**

The qualified position of office management assistant covers many interesting areas, within which you can choose your own specialist area.

Your potential areas of responsibility range from administrative and assistant work, commercial management and control through to sales and marketing, and as far as accounting. SOVEREIGN is a varied company and offers you the opportunity to complete your training in one of the many different areas. This also includes accounting, the air safety and human resources departments, fleet management and customs.

You can also focus on various different fields during your school-based training, such as controlling, business processes or bookkeeping.

Just as the school-based training covers a broad range of areas, all the doors will remain open to you at SOVEREIGN.

**MIN. EDUCATIONAL REQUIREMENTS:** good „Mittlere Reife“ (GCSE equivalent), Vocational baccalaureate diploma or Abitur

**TRAINING DURATION:** 2.5 to 3 years

**VOCATIONAL SCHOOL:** Staatliche Handelsschule mit beruflichem Gymnasium Harburg (Location: Hamburg) Berufsschule für Büro- und Personalmanagement Bergedorf (Location: Hamburg) Berufliche Schule City Nord (Location: Hamburg) Bildungszentrum Norderstedt (Location: Norderstedt) Berufliche Schule Gross-Gerau (Location: Gross-Gerau near Frankfurt am Main)

**YOU SHOULD ALSO BRING WITH YOU:** a good knowledge of MS Office

Please send your detailed application (cover letter, CV with photo, references) by email only to Andrea Gorr (HR) and Cornelia Jeske (HR):

**[hr@sovereignspeed.com](mailto:hr@sovereignspeed.com)**

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**Nick B., 23, first year of training as office management assistant, SOVEREIGN Speed Hamburg**

My training in fleet management is more of an office job. But it also involves being on the road sometimes, for example, travelling to Norderstedt. I don't just sit in the office for eight hours, but I occasionally work outside it. I also like the working environment.'



**Janine H., 24, first year of training as office management assistant, SOVEREIGN Speed Frankfurt am Main**

'I chose the training simply because it is broad-based and there are lots of opportunities. And I like to plan and organise. It is simply a pleasure to work here as the atmosphere and the team are just right.'



**Lea R., 23, third year of training as office management assistant, SOVEREIGN Speed Hamburg**

'My whole interview was super nice, with no pressure or duress. I also just find SOVEREIGN interesting as a company. 'It's exciting to see how everything is growing and even though we are own separate limited companies now, we still work together - in the end, SOVEREIGN is just one big company.'