

<https://wheelslogistics.com/job/apprenticeship-as-a-clerk-for-office-management/>

## Training as an office administrator (m/f/d)

### Description

**Training starting on August 1st, 2025!**

Structured-conceptual working meets hands-on mentality and a strong sense of unity. This is what makes WHEELS valuable for us, our customers, and partners. Today, we are a leading provider of contract logistics, much more than a mere transportation service. Whether it's Value Added Services or IT consulting – we explore new paths and repeatedly realize: there's still a lot within all of us. As a trainee for office management (m/f/d), what potential would you like to uncover with us?

### Responsibilities

- As an apprentice for office management, you will handle administrative and order-related tasks, and quickly take on responsibility for your work area in various training stations.
- In collaboration with our customers, your new colleagues, and external service providers, you will also communicate in English.
- You will research information, prepare data, and support our management team.

### Qualifications

- You have completed at least a middle school diploma (or equivalent) with good grades in German, English, and Mathematics.
- You are open to gaining experience in an international team and taking on responsibility.
- You are able to keep an overview, even with complex tasks.

### Job Benefits

- Work in a team that strives to get the best out of everything and whose team spirit is second to none.
- Your training plan will be tailored to your needs: We shorten the training period if you have the relevant previous knowledge and perform well.
- Complete an internship abroad at one of our European locations, in conjunction with the additional qualification of European Assistant if you are interested.
- Find modern offices, benefit from attractive fitness offers through our Wellpass cooperation and from strong employee discounts through our corporate benefits portal.
- Coffee lover? Great, because the drinks from our original Italian portafilter machine not only taste like dolce vita, they're also free.
- For a good work-life balance, we offer flexible working hours.
- On top of that, we pay vacation and Christmas bonuses.

### Want to find out more?

### Hiring organization

WHEELS Logistics GmbH & Co. KG

### Job Location

Hansestraße 6, 48165, Münster

Gain further valuable insights into WHEELS Logistics in our [stories](#).