

## Apprenticeship as a management assistant in IT Systems (Auszubildene(r) zum/zur IT-Kaufmann/-frau)

As an apprentice at proMX GmbH, you'll have real responsibility, real work and real opportunities. Whatever your plans may be in the futures, you can be sure you will have gained extensive experience, a deep insight into a fascinating industry, and enhanced your professional skills. It's an experience you won't find in a classroom. You'll be given manageable assignments that you can complete while you're here and will be supported by an international professional team. The main focus of your responsibilities will be in the Sales and Marketing area however you will get an insight into all departments of our company during your apprenticeship.

### **Responsibilities:**

You will get the chance of getting to know one of Germany's leading Microsoft Dynamics CRM providers and you will support our international team in various fields including:

- Marketing and Sales activities
- Analyzing customer requirements (acting as the primary point of contact for proRM offerings)
- Creating quotes for our customers
- Customer acquisition via phone
- Data management
- Active Role in Sales Cycle and Marketing Strategy Planning
- Communication and coordination with external partners/service providers
- Internet research
- Support in daily activities

### **Your Profile:**

- Good Realschule Degree or Abitur
- The ability to express yourself clearly and to explain complex situations in clear terms to any level of business contacts
- Analytical Skills
- Strong written and oral communication skills in English, other language skills (Spanish or Portuguese) will be considered a plus
- Proficiency in Microsoft Office
- Self driven and highly motivated team player
- Ready to take responsibilities in daily work

**What we offer:**

After an initial training period, apprentices independently manage business-related projects that are pertinent to the daily work of proMX GmbH. This includes the support and tools necessary to succeed by working closely with a Senior team mentor and a highly motivated and dynamic team in a flexible and informal environment. An apprenticeship at proMX GmbH allows participants to gain experience and the opportunity for personal growth by providing a hands-on learning environment and the chance to develop your future career.

Please send your application to the following address:

proMX GmbH  
Lisa Müller  
Personal / Stichwort: SB-AZIS-211  
Nordring 100  
D-90409 Nürnberg

Tel.: +49 (9 11) 2 39 80 4-0  
E-Mail: [kontakt@promx.net](mailto:kontakt@promx.net)  
Internet: <http://www.promx.net>