

Published on 15. Jan 2026

## APPRENTICESHIP AS AN INDUSTRIAL CLERK (M/F/D)

3 Jahre

Apprenticeship period

St. Georgen bei Grieskirchen

Location

Apprentices

Area



**Anna Maria Rab**

T +43 7248 62794 466



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As an **Industrial clerk**, you can expect a varied and challenging career in the commercial sector. You will gain comprehensive insights into business administration and organisation and work in departments such as purchasing, logistics and many more.

### Your course content at a glance:

- Working in various departments such as Purchasing, Logistics, Accounting and Marketing
- Planning and organising office and business processes
- Working with figures, data and IT systems
- Contact with customers and suppliers - by phone and in writing
- Basics of cost accounting and calculation

You will gain an insight into practical work from the very beginning and learn to take on responsibility step by step.

### Your strengths:

- A precise way of working
- Organisational talent
- Communication skills
- Working in a team

### You can expect:

- An interesting working environment in a motivated team
- Modern work equipment and laundered work clothes
- Numerous special benefits (canteen, fruit, doctor, gym allowance, ...)
- Development opportunities in an industrial company with all the advantages of a family business
- Convenient public transport including public transport ticket
- Public transport ticket
- Team activities and workshops
- Support with learning
- Possibility of an apprenticeship with Matura

**Start of apprenticeship:** September 2026

**Duration of apprenticeship:** 3 years

Apprentice salary (gross per month) according to the collective agreement for the metalworking industry. Collective agreement for the metalworking industry:

1st year of apprenticeship: EUR 1,071.00

2nd year of apprenticeship: EUR 1,295.40

3rd year of apprenticeship: EUR 1,657.50

Good performance at vocational school and in the final apprenticeship examination pays off with us and is rewarded accordingly.

Do you like this apprenticeship? Then apply now with your last certificate, a CV and a letter of motivation (Why are you applying for this apprenticeship at Gföllner?). We look forward to getting to know you!

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