



Apprenticeship as office management assistant - focus on sales and marketing 2027 (m/f/x)

Location: Moosburg

Working Hours: Apprenticeship

1,600 employees in 18 locations around the world with a fleet of 60,000+ circulating containers. Since ELA's establishment in 1972, our business has continuously been expanding, we are specialists in mobile room solutions. Our family-run company based in Haren (Ems), Germany, is growing at a fast pace and we are actively looking for qualified and dedicated team players to join us locally, internationally and beyond.

Do you enjoy organizing, work meticulously, and enjoy interacting with people? Then start your apprenticeship as an **Office Management Specialist** at ELA.

At our Moosburg branch, you'll be part of the team from the very beginning and learn how sales, marketing, and administration work together in day-to-day operations. Along the way, you'll gradually take on your own responsibilities and gain exciting insights into various business areas.

Does this sound like you? Then we look forward to getting to know you!

Your apprenticeship at ELA

Office management assistants control business processes in companies. You take on organisational tasks and get to know the tasks in different departments such as sales and marketing. During your 3-year apprenticeship, you will organise everyday office life, plan appointments and take care of correspondence with customers and colleagues. You will also learn how to organise and conduct meetings.

During your training at ELA, you will mainly be employed at our branch in Moosburg and will support your colleagues mainly in the internal sales department, in logistics and in general administration. You also have the opportunity to get to know various commercial departments such as purchasing or accounting at the main headquarters in Haren (Ems) in northern Germany and to connect with other trainees there.

[Apply Online](#)

[Video Application](#)

What You Bring to the Team

- + Secondary school leaving certificate or university entrance qualification
- + Good performance in mathematics, German and English
- + Economic thinking and careful work
- + Communication skills and organisational talent
- + Good verbal and written communication skills
- + Very good knowledge of German and good written and spoken English

What you can expect from us

- + **Uncomplicated interaction** with each other and a wide range of opportunities to contribute your own ideas.
- + Your **chances of being hired are very good** once you've completed your training.
- + Our **more than 40 employed trainees** and integrated degree students will simplify the start to your career life and are always available to answer any questions you may have.
- + Our **company restaurant** serves up fresh, delicious lunches on a daily basis
- + In addition to your work, you also have the opportunity to experience **exciting trainee events** and projects.
- + Our **company fitness program**: for just €30 a month, you can have access to thousands of gyms, swimming pools, and more throughout Germany, including unrestricted digital access
- + The **ELA Corporate Benefits** portal gives you attractive discount offers from over 1,500 brands from all relevant areas of life.
- + Your health matters to us, which is why we offer you **height-adjustable desks** in every office.
- + There's no need to part ways with your four-legged friend at ELA, as you can simply **bring your dog with you** into the office if the situation allows.

How You can apply

Information on the application process

- + If you apply for an apprenticeship or dual study programme with us, you will receive feedback from us by email in the month of your application, at the latest within four weeks. This will inform you whether we will invite you to an initial personal meeting.
- + This meeting usually takes the form of a one-to-one interview at our head office in Haren (Ems). You will also receive more detailed information about training at ELA.

It's so easy to apply

The best way to apply is to send your documents directly via our career portal at <https://career.ela-container.com/> or by email to career@ela-container.com. Please include your CV and the most important certificates and qualifications. We are also interested in what makes you special, why we are a good fit and how you became aware of us. The best way for us to get to know each other is to talk to you via Teams.

We look forward to hearing from you!

Do you have any questions?

Feel free to contact us - by WhatsApp, phone or email:

Melanie Eissing

Tel.: 0170 377 8087

E-Mail: melanie.eissing@container.de

You can also find lots of information about the apprenticeship and get an initial insight into working at ELA on our Instagram account [ela_container](#).