



Apprenticeship as Office Management Assistant - Focus on Sales and Marketing 2025 (m/f/x)

Location: Moosburg

Working Hours: Apprenticeship

1,400 employees in 24 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.

You are at the beginning of your professional life with your knowledge, talents and wishes. At ELA, you will receive varied apprenticeship in which it is important to us that you get to know different areas, because we want to develop you and your strengths. Are you interested? Then we should get to know each other better.

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 should bring with you

- + 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.
- + In addition to your work, you also have the opportunity to experience **exciting trainee events** and projects.
- + Our **company fitness program**: for just €25 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.
- + We offer you **fresh fruit and beverages** every day.
- + 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.

Information on the application procedure

- + If you apply for an apprenticeship with us, you will receive feedback from us by e-mail 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.
- + These meetings usually take the form of group discussions at our head office in Haren (Ems). There you will also receive more detailed information about training at ELA.

How You can apply

To apply, please send your documents directly via our **career portal** at 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. A personal interview is the best way for us to get to know each other.

We look forward to hearing from you!

Any questions?

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

Theresa Kollmer

Phone: 017037708047

Email: theresa.kollmer@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](#).