Job opportunities:

The Wetterau county public administration offers modernly equipped work spaces and flexible working hours. Our junior staff is very well trained so that we are able to fill job vacancies first and foremost with internal candidates. We offer our employees an in-house training program, that enables them to adapt and expand their knowledge and skills continually. The in-house training program offers professional competence trainings and multidisciplinary trainings. Our key success factor are qualified employees.

Are you interested in completing an apprenticeship with us?

Apply now! We look forward to meeting you!

About us:

1,200 employees in administration and owner-operated municipal enterprises define us as one of the largest employers in the area. That’s why we are looking for junior staff who studies the various tasks of our administration and wants to support us in our daily work. As a modern district administration we constantly develop – towards a modern service enterprise. If you are interested in working for this service enterprise and therefore doing something for your fellow citizens, apply for a job here.

Further information:

www.wetteraukreis.de

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Foto: Igor Mojzes/fotolia.com

Apprenticeship
at the „Wetteraukreis“

Your chance:

... because there is more to gain than you think!

Profession: „Gebäudereiniger/in“ (cleaner)

The profession of cleaner includes all kinds of internal cleaning, glass cleaning and special cleaning. Contents of the apprenticeship are among other things labour and collective bargaining law, environmental protection and occupational safety, as well as calculations. Management and work organisation are also part of the apprenticeship just as the knowledge of cleaning and care products. The duration of the apprenticeship is 3 years in total and is being organized in the dual system. The classes of the vocational school take place at the Philipp-Holzmann-Schule in Frankfurt/M.

Important requirements are team spirit, affability and adaptability as well as flexibility. Furthermore technical comprehension, organisational skills and physical capacity are important. Several possibilities of further training are available after the completion of the apprenticeship, e.g. master of industrial cleaning („Gebäudereinigungsmeister/in“) or industrial hygienist („Hygienetechniker/in“).

Requirement: „Hauptschulabschluss“ (Certificate of Secondary Education)
Profession: „Verwaltungsfachangestellte/r“ (clerk in public administration)
Clerks in public administration are qualified specialists in the civil service who work as office administrators. The apprenticeship at the „Wetteraukreis“ has been designed to be diversified. The areas of training change on a regular basis and therefore it is possible to gain a very good insight into the complete tasks of the district administration.
The duration of the apprenticeship amounts to 3 years and is being organised in the dual system (practical training on the job combined with theory at the vocational school). Flexible and dedicated young people are offered secure and varied training. The future prospects in this occupational area are very positive.
The main requirements of the apprenticeship are team spirit and flexibility as well as reliability and friendliness. Part of the job is also customer contact. Further opportunities for advanced training are available after the completion of the apprenticeship.
Requirement: „Mittlere Reife“ (General Certificate of Secondary Education)

Profession: „Kaufmann/-frau für Büromanagement (Office Communication Clerk)
The profession Office Communication Clerk is a new three-year-apprenticeship that can be completed in the private sector and public sector. It is being organized in the dual system (practical training on the job combined with theory at the vocational school) and offers an interesting variety of work areas. The apprentices work mostly in offices and school offices but also in different departments of the administration.
Office communication clerks are responsible for a broad variety of tasks – including booking invoices, answering calls, scheduling appointments and handling correspondence.
As a training workplace we value motivation and willingness, reliability and diligence. Important requirements for the apprenticeship are social skills, team skills and customer orientation. Opportunities for advanced training are available after the completion of the apprenticeship.
Requirement: „Mittlere Reife“ (General Certificate of Secondary Education)

Studies: „Bachelor of Arts“ (general administration)
This career area of responsibility ranges from the level of qualified specialist up to the management level.
The standard period of study is 6 semesters and involves special studies at the „Hessische Hochschule für Polizei und Verwaltung (HPV)“ (Hessian University of Police and Administration Studies) in Gießen as well as times of practical experience on the job. Theory and practice are linked very tightly. Similar to the apprenticeship of „Verwaltungsfachangestellte/r“ (clerk in public administration) you pass through several units of organisation at the district administration.
Requirements are motivation and willingness, reliability and conscientiousness, flexibility, responsibility, independence and last but not least: social skills, ability to work in a team, conflict skills, friendliness and customer orientation.
Future prospects in this occupational area are manifold.
Requirement: „Hochschulreife“ (higher education entrance qualification) or „Fachhochschulreife“ (advanced technical college certificate)

Profession: „Fachinformatiker/in für Systemintegration“ (IT-specialist for systems integration)
The IT-specialist in administration maintains the communication and information systems. The configuration and installation of hard- and software is also part of the job. In addition, users are advised and supported.
The duration of the training is 3 years in general and is being organized in the dual system. The classes of the vocational school take place at the Werner-von-Siemens-Schule in Frankfurt/M. Additional training courses are provided by our training partner „PROVADIS“ at the industrial park in Höchst.
Requirements in this occupational area are experience in the handling of personal computers and open-mindedness towards new technologies. Team spirit, reliability, flexibility, diligence and independence are also important.
Requirement: „Mittlere Reife“ (General Certificate of Secondary Education)