

# Dual study programme – Business Administration

**Location: Radolfzell am Bodensee**

For more than 18 years companies of all sizes rely on HighCoordination's management and IT consulting to solve relevant BI, planning and digitalization challenges - efficient, modern and reliable.

## **Are you looking for a partner company for a dual study programme?**

Then this is the right place for you!

In cooperation with the DHBW Ravensburg we are looking for one or two dual students (f/m/d) for the study course Business Administration - International Business from 01.10.19. We offer you the opportunity to graduate with us and at the same time to learn about the everyday working life in the internal commercial departments of a multinational company and to participate from the very beginning.

## **Which requirements should you meet?**

- A-Level or higher education entrance qualification
- Interest in or affinity for business processes in the company
- Ideally first office experience
- Self-initiative, readiness for action and team spirit
- Organised, independent and self-reliant work
- Excellent communication and rhetoric skills
- Analytical and service-oriented mind-set
- Passion and interest in languages and different cultures
- Fluent in German and English

## **What can you expect?**

- Support of the entire internal services area:
  - International Business and Partner Management (Germany, Switzerland, North America, Singapore)
  - Business Development and Processes
  - Finance and Controlling
  - Human Resources
  - Office communication, -management and back office
  - If applicable, further areas: Marketing, Sales etc.

## **Why us?**

- Fair compensation
- Individual training and cooperation with the management
- Goal of long-term bonding or career formation
- Personal training by, among other things, business communication training according to IBCS
- Flexible work schedule
- A competent and open-minded team
- Free drinks, fruits and healthy snacks at the office

## **Are you interested?**

If so we want to get to know you. Please send us your complete application documents (with application letter, curriculum vitae, training and working certificates in a PDF document), to [jobs@highcoordination.de](mailto:jobs@highcoordination.de). For further information, please contact Mrs. Stephanie Jäger (Tel. +49 7732 8934 903).

**We are looking forward to receiving your application**