

# Training to become a Specialist for Office Communication with LSG Sky Chefs

The modern office has become an exciting challenge in which communication is the focal point.. A workplace for people with organizational talent who are both open and competent.

As a Specialist for Office Communication, you will take on secretarial and clerical tasks; you will assist in projects on your own authority, organize duty travel and meetings, create texts, and prepare presentations. With LSG Sky Chefs, the worldwide largest company for integrated in-flight service solutions, you will additionally gain insight into the world of airline catering.

If you would like to make communication and organization your profession, then come join a company who believes communication to be a prerequisite for its success!

## Facts

- Within 3 years you will receive first class training to become a Specialist for Office Communication.
- At vocational school, you will acquire an extensive theoretical qualification focusing on general economics, accounting, office communication, German, English, and politics, as well as data and text processing.
- Your practical training will take place in our large enterprise at the Munich airport.
- During your training you will acquire basic knowledge of airline catering, general economics, EDP, presentation and communication methods, as well as various learning and working techniques.
- During your practical assignments you will be responsible for versatile and comprehensive tasks such as managing correspondence, organizing meetings, budget administration, visitor and customer support or participation in personnel management issues.

## Requirements

- Good results on your secondary school certificate, completion of commercial college, advanced technical college entrance or general university entrance qualification
- Good German language skills
- Good English language skills
- Organizational talent, independent, team-capable

## Training begin

After school summer vacation in Bavaria

## Application period

Approximately one year before training starts you will find a job ad in our job offers. You can directly apply there.

**Please apply online at [www.Be-Lufthansa.com](http://www.Be-Lufthansa.com).**

For the online application you will need information from your CV as well as your school grades from the last four semesters.

### **Do you have any further questions?**

Telephone information under +49 (0) 89 / 977 3120