

Wipro GmbH

The company

Location	Dresden, Germany
Type of business	Consulting services, Management
Job function	General office duties, IT, Marketing, Event - Management, business correspondence, accounting

Trainee's profile

Languages required	English, German preferred, French an asset
Faculty	School-leavers and above
Computer skills	Microsoft Office

Job description

Job content	<ul style="list-style-type: none">• Description of job content:• General office duties• Business-correspondence• Translation• Event-management• Presentations' on web-site• Sending invitations• Book-keeping/accounting
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