

This is us. WBS GRUPPE.

WBS GRUPPE is a leading provider of online further education and retraining. With our five strong brands, we are an active player in the market, both nationally and internationally - with great knowledge and a lot of heart. We rely on digital learning and teaching formats designed to strengthen individual competencies and personal responsibility. In this way, we sustainably increase our customers' career prospects and support companies in training their employees.

Our services include subsidised vocational training and retraining (WBS TRAINING), in-service training (WBS AKADEMIE), professional programs in the fields of health, nursing and social services (WBS SCHOOL), boot camps for software developers (WBS CODING SCHOOL) and placement of trainees and professionals from abroad (WBS RECRUITING INTERNATIONAL).

WBS GRUPPE is a certified training partner of SAP, Microsoft, DATEV and LEXWARE and currently employs over 1,600 people.

CAREER SERVICE COORDINATOR



REMOTE



INDIVIDUAL START TIME



FULL-TIME

Your tasks

Want to shape the tech talents of tomorrow? Join us at WBS CODING SCHOOL - Europe's leading hybrid coding school! Our sole goal is for our students to be successful in the tech industry after completing the bootcamp - and that starts with knowing the ins and outs of the technical recruiting process. To that end, we're looking to expand our Career Services team as we prepare our students for their journey into the workforce with our world-class Career Services. Would you like to be part of it and accompany our students in their career transition?

- Review students' CVs & LinkedIn profiles and provide feedback for optimization
- Feedback and progress documentation
- Introduce and present the Career Service's offer to new students
- Plan and coordinate the career training program and schedule events in cooperation with facilitators and instructors
- Plan and coordinate online guest speaker talks and support the speaker recruiting
- Share job postings of our partners with the WBS CODING SCHOOL community via Discord
- You maintain our student database, document the progress of our students, and keep track of new hires

Your strengths

You share our enthusiasm to support our participants in being one step ahead in a constantly evolving world and training them to be the IT specialists of tomorrow. Together with our dynamic team, you strive towards making WBS CODING SCHOOL better every day. What we are looking for:

- First experiences in Career Services or People & Culture with excellent people's skills
- Strong administrative skills and an eye for detail
- An independent, structured as well as solution-oriented way of working when collaborating in a team
- Fast learner, customer-oriented and sociable
- Precision, creativity, and a sense for the community
- Willingness to learn constantly more about different (tech) careers in order to best advise our diverse students
- You speak fluent German and English

Benefits



Contribute

Whether it's working on different projects, submitting your ideas through our Trendbox or using our feedback tool. Help us shape change and be part of the development.



Digital work

Stay connected with all your colleagues across the country: in virtual learning formats, digital sports activities and through digitalised working processes.



Learn

Stay curious. Plenty of further education programs and 3 paid training days per year are waiting for you.



Purpose

Common Good Certification, sustainable food and travel, fund-raising campaigns or developing your individual potential. Work with us in a meaningful and socially oriented way.



Work-life-balance

30 working days of annual vacation, various working time models, a sabbatical or work from home. Stay flexible with us!



Feel good

A friendly atmosphere, free wellness programs, a job bike and mutual trust. Feel good with us in every way!

We're looking forward to your application!

All person-related expressions in this job advertisement are gender-inclusive. We particularly welcome applications from people with different physical and / or mental abilities and different social and / or ethnic backgrounds, as well as those with different religions / beliefs, sexual orientations, gender identities and ages. If you have any questions, please do not hesitate to contact us.

[Apply Now](#)