

This is us. WBS GRUPPE.

WBS GRUPPE is one of the leading education providers in Germany. We offer subsidised further vocational training and retraining (WBS TRAINING), in-house training (WBS AKADEMIE), professional programs in the fields of health, nursing and social services (WBS SCHOOL), boot camps for software developers (WBS CODING SCHOOL) as well as recruitment of trainees and skilled workers from abroad (WBS RECRUITING INTERNATIONAL). Thanks to our digital and flexible learning formats, we are able to convey excellent qualifications, self-competence and practical expertise. In this way we improve the job and career opportunities of our customers and support companies in finding and promoting highly qualified specialists. Be part of it!

SALES & RECRUITING MANAGER (M/F/D)

 BERLIN / REMOTE

 05/01/2021

 FULL TIME

Your tasks

As Sales & Recruiting Manager (m / f / d) you are the main contact for our potential WBS CODING SCHOOL participants - from the first contact to signing the contract. With great care you ensure that our applicants always feel well advised and thanks to your great commitment you contribute to the successful admission of our candidates. In particular, you will be taking care of the following:

- Answering all incoming inquiries from potential students via telephone / WhatsApp, email and chat in English.
- Proactive advice and support for applicants in written and oral form.
- Conducting motivational interviews as part of our selection process.
- Development of information material for applicants.
- Care and maintenance of our leads in the CRM system Hubspot.
- Creation of contracts and invoices for our participants.
- Close cooperation with important stakeholders of WBS GRUPPE for candidates with an education voucher.
- Open up new opportunities to recruit students for our courses.

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.

- You are an organizational talent, never losing sight of the big picture.
- You don't let anything wind you up.
- You are highly proficient in English as well as German (both written and spoken)
- You are excited about the IT industry and new technologies.
- You have strong interpersonal skills and always take into account our applicants' individual needs.

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 are looking forward to your online application!

Please enter your salary expectations and your earliest possible entry date.

The pronouns used in this job advertisement include all genders (male, female, diverse).

With your application, you agree to the further processing and storage of your data until the application process is completed.

[ZUR ONLINE-BEWERBUNG](#)