

**APPREN-
TICESHIP**

CHANCEN 
REICH

**ACADEMIC
STUDIES**

**QUALIFI-
CATION**

**FURTHER
TRAINING**

**HOLISTIC
DEVELOP-
MENT**

CAREERS

TRACOE  [®]

CHANCENREICH



Stephan Köhler



Dr. Thomas Jurisch

„Quality by People for People“ – that is our motto.

We are a 3rd generation family business and, based on long-term tradition and experience, we want to continue to follow our values of humanity and honesty towards our employees, customers, suppliers and partners.

It is our goal to grow sustainably and to continuously expand our global success. To achieve this, we need qualified and motivated staff like you! If you would like to join us on this exciting journey, get inspired by the following pages about your chances and opportunities at TRACOE.

Best regards,

Stephan Köhler
Geschäftsführender Gesellschafter

Dr. Thomas Jurisch
Geschäftsführer

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APPRENTICESHIP

Apprenticeship at TRACOE

TRACOE offers school graduates from universities of applied sciences or with general qualification for university entrance the following trainee positions:

– Industrial Assistant (m/f)

The apprenticeship as an Industrial Assistant includes both practical training in the company and at a vocational school. The vocational school predominantly teaches the theoretical basics that are required to deal with the daily tasks as a commercial allrounder in a company.

After the successful completion of your apprenticeship, you will find all kinds of opportunities in all areas of our company. The areas of deployment cover a broad range of tasks, for example in sales, logistics, human resources or accounting.

TRACOE offers school graduates with secondary school diploma the following trainee positions:

– Warehouse Logistics Operator (m/f)

The apprenticeship will give trainees basic skills in logistics, such as order picking, warehousing, driving forklift trucks as well as operational and logistics organisation.

After having completed a training as Warehouse Logistics Operators, one is highly skilled in the art of placing goods into store in the most efficient manner as well as transporting, assembling and packing goods. Another task could include the improvement of warehouse and transport processes.

*After having completed their training,
78 percent of apprentices have
been offered a job at TRACOE.*



„FIT AND ABLE“

Jan-Uwe Avemarie

Warehouse Logistics Operator to be, about his apprenticeship at TRACOE

I really like my training. My tasks are very varied and cover many different areas. I am required to work independently every day. My team leaders and co-workers are friendly and supportive. What is great about this job is that I not only have work physical, but also have to use my wits. This area covers a wide range of different activities - not only in warehouse management (for example goods receipt), but also in export handling, order picking, distribution and in-house logistics (which means providing the raw materials required by our Production department). Also, we need to work as a team and make important decisions together.





„YOU GET TO KNOW THE BUSINESS FROM ALL ANGLES“

Sandra De Rosa

Industrial Management Assistant to be, about her apprenticeship at TRACOE

Before taking up my apprenticeship, I was employed in the Packaging department at TRACOE, but I absolutely wanted to have a professional qualification. Therefore I applied as an apprentice with the company and was accepted. The apprenticeship as an Industrial Management Assistant covers many different areas of business. You quickly gain a good overview of the different processes as you get to know the business from various angles. Also, you soon become a part of the team and are treated as a fully qualified member of staff. TRACOE values its staff very much, which makes for a really pleasant atmosphere at the workplace. You just know that TRACOE appreciates everybody for their unique capabilities, and you learn many other skills, far beyond your training schedule. If employees have a specific strength, this strong point is actively promoted.

„AND THEN I TOOK THE PLUNGE“

Rene Bettrich

Warehouse Logistics Operator to be, about his apprenticeship at TRACOE

After having completed my training as a Warehouse Logistics Operator, I was taken on as employee at logistics straight away. Apart from the daily work in the Export department, I worked on different projects, as well some of which included IT projects for improving our ERP system. I loved those projects, which I thought were extremely challenging and interesting. When the IT department posted an additional position as a Junior ERP Assistant in user support, I applied for the job after initial hesitation. And indeed, I was accepted and am soon to start in this new area. It is like taking the plunge, but I think it is a great opportunity for my future career.



ACADEMIC STUDIES

University education at TRACOE

In Germany, the DHBW (Baden-Wuerttemberg Cooperative State University) is unique in combining an academic university degree with practical experience in industry: Students spend their time between university and their partner company. This way, they are able to gain not just solid theoretical knowledge, but also practical experience on the job and important „soft skills“. The course lasts three years. The alternating theoretical and practical modules mean that the course is both varied and full of interesting subjects.

Currently TRACOE offers the following university places:

- **Dual Studies Business Administration Industry (B.A.) (m/f)**
- **Dual Studies Business Informatics – Application Management (B.Sc.) (m/f)**

„IT BEGAN WITH THE THESIS“

Adeline Renier

Regulatory Affairs, about her diploma thesis at TRACOE

I studied Biomedical Technology in France and wanted to write my thesis abroad. A friend at TRACOE got me the placement with the company. After having completed my thesis in the company's Quality Management department, I was approached by TRACOE and asked if I wanted to stay. Since I already knew the company and enjoyed my work in Quality Management, I agreed. This was six years ago, and the work in Quality Management continues to give me a lot of pleasure. With my additional task as a Quality Management and Safety Officer for Medical Products, I have been given a lot of responsibility.





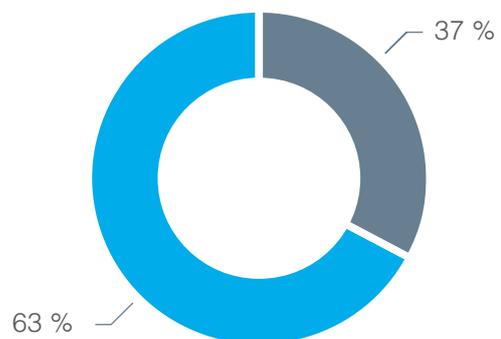
„STUDIES AND PRACTICAL EXPERIENCE COMBINED - WHAT MORE DO I WANT?“

Oliver Werthschulte

Dual Student, about his course in Business Administration Industry (B. A.)

Initially, I started at TRACOE as an apprentice Industrial Management Assistant. During my training I quickly realised that I wanted to study Business Administration at university afterwards. When TRACOE offered me the opportunity to start dual studies at DHBW Mannheim, Germany, I took the chance with both hands. The course is challenging, but the synergy of theory and practical experience is perfect for me.

TRACOE offers the opportunity to deepen the knowledge and skills acquired at university in an innovative company by getting an equally demanding Bachelor's or Master's degree. This way, students will gain an insight into the processes of a quality-orientated business. You will get to know the company much better, and the company also gets a chance to get to know you. This is often a good start to one's first job.



63 percent of students who wrote their Bachelor's or Master thesis at TRACOE accepted a job offer by TRACOE afterwards.

QUALIFICATION

Qualification at TRACOE

TRACOE qualifies their employees in all departments by means of a wide range of different internal and external trainings and workshops.

The aim is to enable all employees to fulfil their professional tasks to their full potential by providing them with all the necessary skills.



„I HAVE GOT EVERYTHING UNDER CONTROL“

Oliver Kiedrowitz

Logistics employee, about his qualification as an Air Freight Safety Officer

At TRACOE, I completed my training as a Warehouse Logistics Operator, after which I began my work as a Logistics employee. The strong growth of TRACOE medical GmbH, especially in foreign non-European countries, means that our tasks in Logistics have steadily increased. Also, the national and international safety and security laws and regulations regarding the production, storage, shipment and transport of medical products are becoming increasingly complex. To respond to these challenges, I also trained as an Air Freight Safety Officer. This role comes with a lot of responsibility as there is a risk of serious legal complications and penalties for the business if we do not comply. By gaining new knowledge through the extra qualification and applying it to my work, I have got everything under control.



„HERE ONE CAN LEARN A LOT“

Julia Bohm

Regional Manager of International Sales, about her qualification in Sales Training

I have now been with the company for 13 years. In my role as Assistant to the Head of International Sales, I have managed the export business in the back office for six years. When we started to extend our International Sales Force, there was an opportunity for me to move into a new role. I have always wanted to meet customers in person and to support them on site. The travelling, running workshops and courses and getting to know the respective markets are an exciting and interesting challenge which I very much enjoy. Therefore, I am glad that I was given the sales training at TRACOE. The trainers are highly experienced, and one can learn a lot from them. In critical situations with foreign customers, I have been able to resort to many a lesson I learnt in my training.



FURTHER TRAINING & EDUCATION

Further training at TRACOE

TRACOE supports and promotes the individual further training and education of employees, for example by bearing the respective costs and giving them time off work or providing the learning materials.

The aim is to give employees the opportunity to reach for higher-qualified jobs and more senior positions.



„DON'T STAND STILL“

Marion Belz

Bookkeeper, about her further training as a (certified) Financial Accountant

When I started at TRACOE almost 25 years ago, the administrative side of the company comprised the Managing Director, one full-time employee and myself. Since then, TRACOE has steadily grown, and I have also taken on new tasks on several occasions as a result. My last step so far some years ago was the change from Sales to the Accounting department – which didn't actually exist at the time – to act as an interface with the tax advisor. The deeper I got into the subject, the more I realised that „learning by doing“ will at some point no longer be sufficient. For this reason, I definitely wanted to do a qualification to understand more about my profession. It is not good to stand still at one's current level of knowledge, the world is turning too fast for that.





„STRESSFUL AND CHALLENGING, BUT WELL WORTH IT“

Elvira Vogel

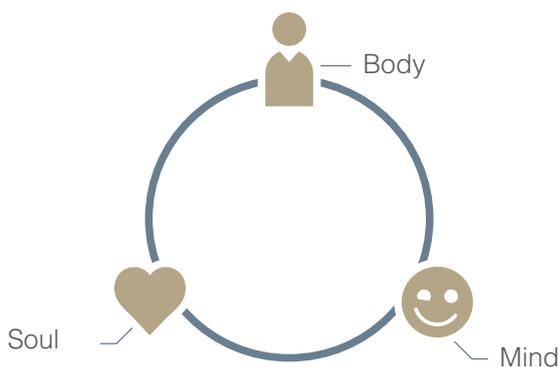
Buyer in the Strategic Purchasing department, about her further training as a Qualified Purchasing and Logistics Management Assistant

I am really a qualified solicitor's assistant by trade. After my parental leave I wanted to return to work. This was more difficult than I had thought. Therefore, initially, I started on a temporary job in the Quality Management department at TRACOE. At some point there was an opportunity for me to move to the Purchasing department. I really enjoy this kind of work because of the close contact with our suppliers. However, I felt that I needed a theoretical basis in addition to my practical experience, which is why - in my spare time - I completed a further training as a Qualified Purchasing and Logistics Management Assistant. Doing this while looking after my family as well as working full time was very stressful, but well worth it.



HOLISTIC DEVELOPMENT

Holistic development at TRACOE



People can only performance to their full potential if all areas of their lives are more or less in harmony. TRACOE is committed to support their employees in this respect. In addition to the „classic“ continued development and further training education, TRACOE - amongst other things - offers a programme for promoting a healthy lifestyle and, in cooperation with a company called Cathagis, also a broad range of coaching support. Cathagis Coaching helps employees to look for and define goals, dissolve conflicts, manage crises, develop leadership competence, recognise options for action, solve communication problems, find a balance in their personal life and avoid burn-out. For this purpose, Cathagis uses a broad range of scientific analysis tools and experienced coaches.

Often, the development of employees is exclusively focussed on mental capabilities. However, holistic development must also take the body into consideration, especially in a society with an ageing population. For this reason, TRACOE offers

„I NEED SPORTS TO RELAX FROM THE DEMANDS OF THE WORKPLACE“

Katharina Schessler

Final Assembly employee, about what TRACOE offers for promoting a healthy lifestyle

I spend a lot of time sitting at my workplace in Production, which is why I absolutely need to do something physical after work. Therefore, I love to make use of the company's back pain prevention program. Also, I participate in the Mainz Corporate Challenge as a member of the TRACOE team every year. Running is great, and it is not so much about a personal record, but mainly about enjoying sports together with my colleagues from different company departments.





their employees a programme for promoting a healthy lifestyle. Apart from sport and medical care provided by company physician, TRACOE is keen to promote the prevention of accidents and occupational illnesses.



In the Mainz Corporate Challenge 2014, TRACOE competed with a team of 40 runners.



„A BETTER UNDERSTANDING OF OTHERS AND MYSELF“

Angelika Enders

Head of Human Resources, about her coaching at TRACOE

The strong growth of TRACOE medical GmbH has brought with it many changes - also for me. After I had been responsible for all human resources affairs in the company on my own for a long time, it became necessary to set up a department that would satisfy both our internal and external „customers“. The role change from employee to manager was a great challenge for me and has not always been easy. The coaching offered by Cathagis has helped me a lot in getting used to my new role. It has allowed me not only to grow professionally but also personally. Coaching has given me much food for thought, and this has helped me to understand myself better and to look at the requirements of both the company and staff from a holistic point of view.

CAREERS

Careers at TRACOE

TRACOE offers their staff a large variety of development opportunities within the framework of both specialised and management careers.



„JUST DOING SOMETHING DIFFERENT AND GROWING“

Lukas Friedrich

Quality Management employee, about his career at TRACOE

When I joined TRACOE, I initially worked in Production where I learned about manufacturing the different products across all production stages. When the company was looking for a Quality Management employee, I applied for the job, and my production knowledge was a real advantage. I knew many of the manual working steps because I had carried them out countless times in the past. This allows one to have a totally different perspective on possible sources for error. I had enjoyed my work in Production, but just wanted to do something different and grow in my career.



„I FEEL MOTIVATED EVERY DAY BY THE TRUST THAT IS PLACED IN ME“

Eva Schaeffer

Head of Quality Management, about her career at TRACOE

I had spent many years in a scientific institute and was keen to experience life in industry. Therefore, in 2011, I began my work in the Quality Management department of TRACOE medical GmbH. At some point, I became deputy head of department, and when my boss left the company, I was offered the opportunity to become Head of Quality Management. I am simply grateful for the trust put in me to take over not only such a responsible position but also an excellent team after only 2 years and being in my early thirties. I feel motivated every day to fulfil the expectations that people have of me with joy.



22 percent of TRACOE employees have taken the opportunity to change jobs in-house.

