

# Commercial Assistants with foreign languages

State-recognised two-year traineeship



## Job Description

Commercial assistants with foreign languages are able to communicate in writing and orally in everyday working situations in English, Japanese, Chinese, Korean and/or French. For this, they need not only good language skills but also a basic knowledge of the customs and laws of the foreign business partner.

The completion of this training enables you to work in trade, production or service-oriented companies, engaging in import and export. You will also be sought after in tourism and the hotel trade, working as a European secretary or at universities.



### Admission requirements

- Secondary School Certificate (MSA)
- Good knowledge of English

### Registration

Please apply by sending an email to [info@gpb-college.de](mailto:info@gpb-college.de) including the following attachments; letter of application, C.V., copies of your last two school reports. Of course, you can always send your application by posted mail or call in and give it to us in person.

### Final qualification

- State-recognised Commercial Assistant with foreign languages
- Additional certificates (DELF, DELE, KMK, LCCI, TOPIK, HSK)

### Costs and Funding

School fees are payable for the training at our private vocational training college. You can pay these in monthly instalments of EUR 175, over 24 months.

Numerous options to fund your training are available to you e.g. student Bafög (German Schüler-BAfög), family allowance (German Kindergeld), student loans (German Bildungskredit).

### The advantages of this traineeship

- Individual support and advice
- Summer and winter sport camps
- Native-speaker teachers
- Additional certificates
- The option of adding the entrance qualification for universities of applied sciences and arts
- Working with the learning platform „moodle“
- Your personal online career assistant
- Holiday courses and additional support classes

### Training content (extract)

- English: correspondence, translation and interpreting
- Japanese, Korean, Chinese, French or Spanish as second or third foreign language
- Economics and accounting
- Secretarial practice, word processing
- Professional communication
- 3-months internship
- Physical Education

### Information sessions

Find out more about your dream job and GPB College as part of an information session or make an appointment for individual advice. More information on our website:

[gpb-college.de](http://gpb-college.de)

### Contact details and travel directions

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