

# Commercial Assistants

State-recognised two-year traineeship



## Job Description

Commercial assistants conduct commercial administration tasks at middle management level. They are point of contact for administrative customer queries and day-to-day business. In addition, they deal with invoice management, such as receiving and issuing of invoices.

The completion of this training enables you to work in public administration or at companies across various industries, e.g. as assistant to management, human resource assistant or assistant to board of directors. With individual specialisation, work would also be possible in personnel or accounting departments.



### Admission requirements

- Secondary School Certificate (MSA)

### 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-certified Commercial Assistant
- Additional certificates (Microsoft, KMK)

### The advantages of this traineeship

- Individual support and advice
- Summer and winter sport camps
- 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
- Practice oriented lessons as part of module-based learning

### 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)

### Training content (extract)

- German and English
- Economics
- Accounting
- Legal and social security studies
- Data processing
- 3-months internship

### Contact details and travel directions

GPB College gGmbH  
Beuthstraße 8, 10117 Berlin

U-Bhf. Spittelmarkt (U2)  
Bus M48, 248, 265

Tel.: 030 390481-0  
[info@gpb-college.de](mailto:info@gpb-college.de)  
[www.gpb-college.de](http://www.gpb-college.de)

[www.facebook.de/gpb-college](https://www.facebook.de/gpb-college)

### 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).