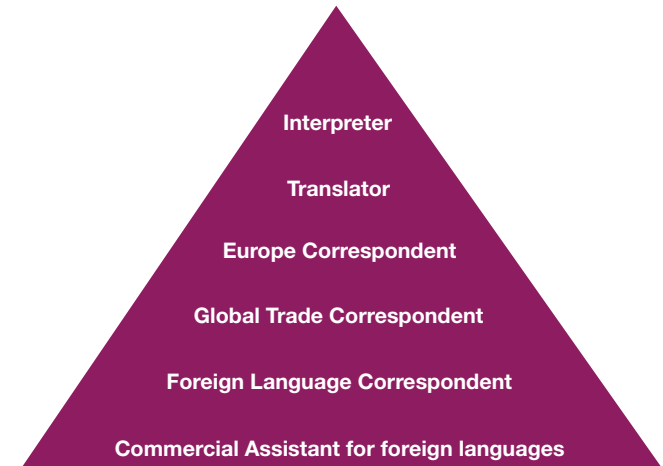


Europe Correspondent

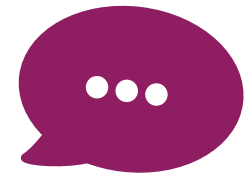
A one year technical college traineeship with foreign language profile



Job Description

Europe correspondents are the interface between the national and international activities of trading companies, service providers and industrial companies in a wide range of sectors. Alternatively, working in departments of the authorities or public administration with foreign contacts is also possible.

Europe correspondents communicate in English, Japanese, Chinese, Korean, Spanish, and French, and take care of the international business relationships. They translate correspondence based on templates or dictations, carry out diary planning and organise meetings and business trips. In addition, they perform office tasks, take care of foreign customers during their visit and carry out interpreting activities.



Admission requirements

- The qualification Foreign Language Correspondent or
- A completed traineeship + C1/C2 in English + B2 in French, Spanish, Japanese, Korean or Chinese

Registration

Please apply by sending an email to 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 examination
- Chamber of Commerce (IHK) qualification possible
- Additional certificates (DELF, DALF, DELE, KMK, LCCI, JLPT, 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 195, over 12 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
- Additional certificates
- Native-speaker teachers
- Working with the learning platform Moodle
- Your personal online career assistant
- Holiday courses and additional support classes

Training content (extract)

- First foreign language: English
- Second and third foreign language: Japanese, Chinese, Korean, French and Spanish are possible
- Office management
- Economics
- Secretarial studies
- IT and word processing
- German and professional communication

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

Contact details and travel directions

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Beuthstraße 8, 10117 Berlin

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