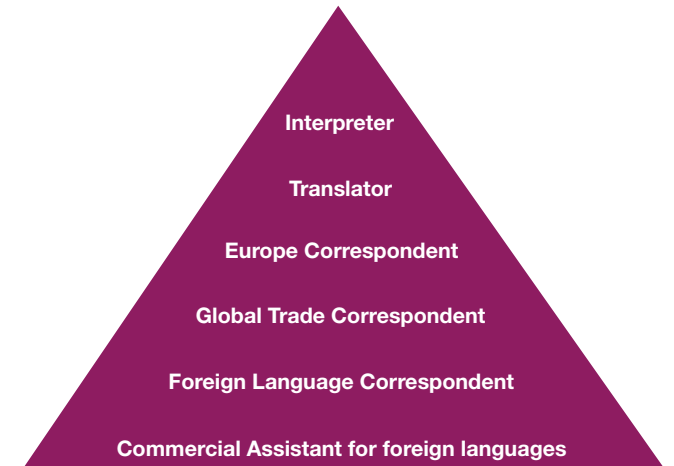


Foreign Language Correspondent

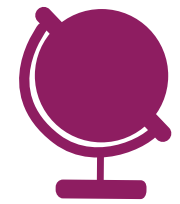
State-approved two-year traineeship



Job Description

Foreign Language Correspondents are the interface between the national and international activities of trading and manufacturing companies. Areas of work cover economy and administration, as well as legal offices and public departments.

Foreign Language Correspondents communicate in English, Japanese, Chinese, Korean, Spanish, and French, with international customers by phone, e-mail and letter. They take on translation tasks and organise foreign language correspondence. In addition, they perform office and administrative tasks, such as the setting-up of data bases and templates, as well as carrying out interpreting activities.



Admission requirements

- Secondary School Certificate (German MSA) + Commercial Assistants with foreign languages + B1 in English or
- Higher Education Entrance Qualification (German Abitur) + B1 in English

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 (DELTA, 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 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
- 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
- 1-month internship

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

GPB College gGmbH
Beuthstraße 8, 10117 Berlin

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

Tel.: 030 390481-0
info@gpb-college.de
www.gpb-college.de

www.facebook.de/gpb-college