

Office Management Assistants

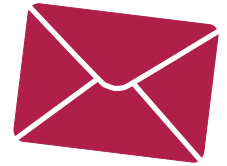
Three-year traineeship (attainment of Secondary School Certificate equivalent possible)



Job Description

Office Management Assistants typically conduct secretarial as well as supporting tasks and take on organisational and administrative duties across departments. They are experts in word processing, scheduling of appointments, data research and follow legislative regulations. In addition, they assist with sales representations, meetings and seminars.

The completion of this training enables you to work in various departments of companies across all industries, in public administration, government departments or associations of all types. Possible workplaces include personnel departments, warehousing, accounts departments or retail.



Admission requirements

- At a minimum: basic school leaving certificate (German: Erweiterter Hauptschulabschluss)

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

- Chamber of Commerce (IHK) qualification Commercial Assistant
- Additional certificates (Microsoft, KMK)

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 36 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
- Additional certificates
- Attainment of Secondary School Certificate equivalent is possible
- 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

Training content (extract)

- German and English
- Economics, social science, business studies
- Professional communication and word processing
- Secretarial practice and accounting
- 10-months 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
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