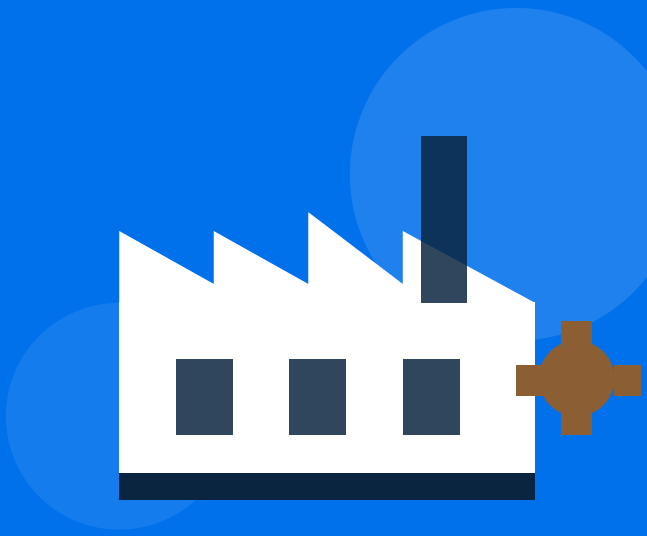
Vocational training in Germany (Ausbildung)

Industrial clerk (Industriekaufmann/Industriekauffra

Industriekaufmann / Industriekauffrau

You handle purchasing, sales, staff and figures in an industrial company: a 3-year training, paid from the first year, opening the door to many departments.



LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate	**3 years**	**B2**	**€1,195 to €1,362**
required	36 months	required level	gross / month, during the training

We are by your side from day one until you arrive in Germany.

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CAMEROON
+237 622 20 81 64

www.campus-allemagne.org

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

View the full sheet online

THE OCCUPATION IN 30 SECONDS

What an industrial clerk does

They run part of the business processes of an industrial company: purchasing, logistics, marketing, sales, personnel, accounting and cost monitoring, mostly in an office.

Buy and deliver

Order materials and products, monitor stock and organise logistics through to delivery.

Sell

Advise customers, prepare quotations, follow orders and take part in marketing activities.

Steer

Monitor costs, accounts and staff data to help management make decisions.

This occupation is for you if…

- ✓ you like organising, planning and following up files
- ✓ you are comfortable with numbers and computers
- ✓ you enjoy working with several different departments
- ✓ you are curious about how a company works

Less suitable if…

- – you do not like office work in front of a screen
- – you want a mainly manual or outdoor job
- – you struggle with repetitive administrative tasks

A TYPICAL DAY IN THE WORKSHOP

08:00 **Team meeting in the department** : The trainer shares out the day's tasks and presents the current orders and files.

09:00 **Handling a customer order** : Enter the order, check stock and prepare the confirmation for the customer.

10:30 **Requesting supplier quotations** : Compare the prices and lead times of several suppliers before preparing an order.

13:00 **Following a batch in logistics** : Check the receipt of goods and update the stock levels in the system.

14:30 **Bookkeeping and cost monitoring** : Record invoices and collect the figures used for the monitoring reports.

16:00 **Preparing a personnel file** : Update attendance or leave data and file the record with discretion.

Purchasing and logistics | Sales and marketing | Basic accounting | Cost monitoring | Personnel administration | Business software | Organisation skills | Accuracy | Head for numbers | Communication | Team spirit

THE TRAINING

How the Ausbildung works

In Germany you learn by working: this is the “dual system”. You are an employee of a company and a student at a vocational school (Berufsschule) at the same time.

3 to 4 days a week at the company | **1–2 days school**

Year 1

The basics

- Organisation of the company
- Production, purchasing, logistics
- Basic accounting

Year 2

The functions

- Marketing and sales
- Personnel management
- Final exam, part 1

Year 3

Going deeper

- Financial and cost monitoring
- Task specific to a department
- Final exam, part 2

Exams and qualification

The final exam is in two parts (gestreckte Abschlussprüfung) and replaces the former intermediate exam. Part 1, in the 4th half-year, is a 90-minute written paper (25% of the mark). Part 2, at the end of training, has two written papers and a department task with a presentation. You obtain the IHK final certificate (Abschlusszeugnis IHK) as an industrial clerk.

YOU ARE PAID DURING THE TRAINING

What you need to apply

- ✓ Baccalaureate level is required.
- ✓ The required level is B2. Good technical vocabulary for the trade is a real plus.
- ✓ An office job: most of the time is spent sitting at a screen and on the phone, with occasional visits to the warehouse or the production site.

Documents to prepare

- ✓ CV and cover letter in German
- ✓ Translated baccalaureate diplomas and transcripts
- ✓ German B2 level certificate

AFTER THE TRAINING

Where it can lead

STRAIGHT AWAY

Departmental clerk

A post in purchasing, sales, logistics, personnel or accounting in an industrial company.

WITH EXPERIENCE

Industriefachwirt (IHK)

Further qualification at bachelor level, to move into management roles in industry.

LONGER TERM

Betriebswirt (IHK)

After the Industriefachwirt, a higher further qualification in business management becomes accessible.

YOUR PATHWAY WITH CAMPUS GERMANY

We are by your side from day one until you arrive in Germany

1

CHECK MY ELIGIBILITY

Take the test online or at the office

The eligibility test is done online on our website, or by visiting our Douala office directly.

2

TALK TO AN ADVISOR

Talk to our team

Germany: **+49 (0) 7033 694 18 80**
Cameroon: **+237 622 20 81 64**

3

PREPARE YOUR GERMAN

DZK, our language centre

Deutschzentrum KAGEDEV (DZK) is our own language centre in Douala. Outside Douala: partner language centres, call us to find the nearest one.

4

GET THE CONTRACT

AZUFA is always us

AZUFA is our platform: it connects you with German companies that recruit apprentices and follows your application through to the training contract.

Douala office

Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

From German A1 to the first day of training in Germany

Each step is run by one of our structures. You keep the same contact from start to finish.

1 — **Check my eligibility**
The test is done online on our website or at our Douala office.
RUN BY CAMPUS GERMANY

2 — **Talk to an advisor**
Review your profile, your wishes and the chosen occupation.
RUN BY CAMPUS GERMANY

3 — **Learn German, from A1 to B2**
Courses adapted to your starting level, up to the required B2 level. In Douala at our own language centre; elsewhere, with our partner centres.
RUN BY DZK

4 — **Prepare the application file**
CV and cover letter in German, translated baccalaureate diplomas and transcripts, B2 level certificate.
RUN BY CAMPUS GERMANY

5 — **Find the company and sign the training contract**
We connect you with German companies that recruit apprentices, and follow your application through to the contract.
RUN BY AZUFA

6 — **Prepare the visa and paperwork**
Support to gather the documents and complete the administrative steps.
RUN BY CAMPUS GERMANY

7 — **Prepare your departure and settling in**
Travel, housing and first steps in Germany: we prepare you before you leave.
RUN BY KAGEDEV E.V.

8 — **First day of training in Germany**
You arrive prepared and supported, with a team that has known you since day one.
RUN BY AZUFA

Contact us

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