Vocational training in Germany (Ausbildung)

Office management clerk (Kaufmann/Kauffrau für Büromanagement)

Kaufmann für Büromanagement / Kauffrau für Büromanagement

You organise the administrative work of a company or public body: a 3-year training, paid from the first year, with two electives to choose from.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate	**3 years**	**B2**	**€1,161 to €1,342**
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 office management clerk does

They organise and coordinate office tasks: customer relations, order handling, purchasing, support with personnel tasks and management tools, with electives depending on the employer.

Organise

Plan office tasks, manage information and coordinate work between departments.

Serve customers

Follow customer relations, process orders and document exchanges with care.

Manage

Contribute to purchasing, personnel-related tasks and management monitoring, using software well.

This occupation is for you if...

- ✓ you like organising, filing and planning methodically
- ✓ you are comfortable with computers and office software
- ✓ you enjoy working with colleagues and customers
- ✓ you want a versatile job found in every sector

Less suitable if...

- – you do not like working in front of a screen for much of the day
- – you struggle with repetitive administrative tasks
- – you want a mainly manual or outdoor job

A TYPICAL DAY IN THE WORKSHOP

08:00 **Opening the post and e-mails** : Sort the messages, answer simple requests and pass the rest to the right department.

09:30 **Handling an order** : Enter the order, check the customer's data and prepare the follow-up documents.

11:00 **Tracking table in a spreadsheet** : Update a table of figures and check the calculations before sending it to the team.

13:30 **Organising a meeting** : Set the date, invite the participants, book the room and prepare the documents.

15:00 **Ordering supplies** : Compare quotations and prepare an order for office equipment or services.

16:30 **Filing and documentation** : Tidy the files, respect data protection and note what remains to be done.

Office organisation | Word processing, spreadsheets | Order tracking | Buying equipment and services | Customer relations | Management monitoring | Organisation skills | Accuracy | Communication | Discretion | 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

- Office organisation
- Information and office tools
- Word processing and spreadsheets

Year 2

The processes

- Customer relations and orders
- Purchasing and personnel tasks
- Final exam, part 1

Year 3

The electives

- Two electives of 5 months
- Steering and management monitoring
- Final exam, part 2

Exams and qualification

The final exam is in two parts (gestreckte Abschlussprüfung). Part 1, in the 4th half-year, is a 120-minute office IT paper (25% of the mark). Part 2, at the end of training, has two written papers and a 20-minute interview on the chosen elective. You obtain the certificate from the IHK or the competent public body.

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, mostly sitting at a screen, with organisation and communication tasks throughout the day.

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

Skilled office clerk

A post as assistant, secretary or administrative manager in a company or the public sector.

WITH EXPERIENCE

Fachwirt, office and projects

Further qualification at bachelor level, to run an office or coordinate projects.

LONGER TERM

Team lead or assistant

Lead a team or assist management, with a recognised further qualification.

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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