

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.

- **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



LEVEL Baccalaureate required	DURATION 3 years 36 months	GERMAN B2 required level	PAY DURING TRAINING €1,161 to €1,342 gross / month, during the training
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We are by your side from day one until you arrive in Germany.

GERMANY

+49 (0) 7033 694 18 80

CAMEROON

+237 622 20 81 64

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