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	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate required	**3 years** 36 months	**B2** required level	**€1,161 to €1,342** gross / month, during the training

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

View the full sheet online