Vocational training in Germany (Ausbildung)

Wholesale and foreign trade clerk (Kaufmann/-frau für Groß- und Außenhandelsmanagement)

Kaufmann für Groß- und Außenhandelsmanagement / Kauffrau für Groß- und Außenhandelsmanagement

You buy, sell and organise the flow of goods between suppliers and customers: a 36-month training, paid from the first year, with two possible specialisations.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate required	**3 years** 36 months	**B2** required level	**€1,198 to €1,347** 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

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 a wholesale and foreign trade clerk does

They plan and monitor purchasing, logistics and sales, compare offers, negotiate with suppliers and advise customers. The specialisation, wholesale or foreign trade, shapes the job.

Buy

Find sources of supply, compare offers, negotiate and place orders.

Sell

Advise customers, draw up quotes, process orders and complaints.

Steer

Monitor stock, deliveries and costs; in foreign trade, handle customs formalities.

This occupation is for you if…

- ✓ you enjoy negotiating with suppliers and customers
- ✓ you are comfortable with figures and price calculations
- ✓ you like organising the flow of goods
- ✓ you want to work mostly in an office, at a screen

Less suitable if…

- – you do not want to spend the day at a computer
- – you feel uneasy with contracts and paperwork
- – you dislike negotiating and persuading

A TYPICAL DAY IN THE WORKSHOP

08:30 **Order follow-up** : Check the status of expected deliveries and the deadlines promised to customers.

10:00 **Comparing offers** : Compare the prices and terms of several suppliers before placing an order.

11:30 **Call with a customer** : Advise a customer on the range and prepare a suitable quote.

13:30 **Shipping documents** : Prepare transport documents and track the shipment of goods.

15:00 **Handling a complaint** : Analyse a complaint and arrange a return or a replacement of the goods.

16:30 **Team figures** : Gather a few cost and sales indicators for the end-of-week review.

Purchasing and sourcing · Advice and selling · Logistics and transport · Stock monitoring · Cost calculation · Business software · Customs formalities · Negotiation · Accuracy · Organisation · Customer focus · Analytical mind

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

Trade basics

- Company organisation
- Range and purchasing
- Contact with customers

Year 2

Sales and logistics

- Marketing and sales
- Distribution of goods
- Part 1 of the final exam

Year 3

Specialisation

- Wholesale or foreign trade
- Cost and figures monitoring
- Part 2 of the final exam

Exams and qualification

The final exam is in two parts. Part 1, a written paper of 90 minutes, takes place during the fourth half-year of training. Part 2, at the end of training, has two written papers (60 and 120 minutes), a 30-minute discussion of a workplace task and a 60-minute economics and social studies paper. Qualification: IHK certificate (Chamber of Commerce and Industry).

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.
- ✓ The work is mostly office-based at a screen. Depending on the post, it can also take place in the warehouse, at customers' premises or from home.

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

Qualified commercial clerk

Jobs in wholesale, import-export or any purchasing and sales department.

WITH EXPERIENCE

Purchasing or sales lead

Run purchasing or sales projects and look after key customers.

LONGER TERM

Handelsfachwirt or degree

Take the Handelsfachwirt (retail business specialist) or study business administration.

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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