Vocational training in Germany (Ausbildung)

Freight forwarding and logistics clerk (Kaufmann/-frau für Spedition und Logistik)

Kaufmann für Spedition und Logistikdienstleistung / Kauffrau für Spedition und Logistikdienstleistung

You organise the transport and storage of goods for customers: a 3-year business training, paid from the first year, at the heart of the supply chain.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate	**3 years**	**B2**	**€1,119 to €1,287**
required	36 months	required level	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 freight forwarding and logistics clerk does

They coordinate everyone in a logistics chain, from shippers to end customers: they advise, calculate prices, choose carriers and prepare shipping and customs documents.

Advise

Advise customers on transport methods and packaging, calculate prices and draw up quotes.

Organise

Commission carriers, prepare shipping and customs documents and monitor orders.

Follow up

Handle complaints, record damage claims, organise settlements and deal with invoicing.

This occupation is for you if...

- ✓ you like organising, planning and following up files
- ✓ you are comfortable talking to customers, in English too
- ✓ you are careful with figures and documents
- ✓ you stay calm when a shipment is delayed

Less suitable if...

- – you dislike working on a screen and on the phone
- – you cannot cope with deadline pressure
- – you dislike administrative tasks and contracts

A TYPICAL DAY IN THE WORKSHOP

08:00 **Start of day and orders** : Review of current shipments and of new customer requests.

09:00 **Quote for a customer** : Calculating the price of a transport and choosing a suitable mode of transport.

10:30 **Booking a carrier** : A carrier is chosen and the shipping documents are prepared.

13:00 **Customs file** : Preparing the papers for a shipment abroad, with a partner, in English.

14:30 **Following a delayed shipment** : Contacting the carrier and updating the customer on the situation.

16:00 **Invoicing and checks** : Issuing the invoice and checking the day's costs.

Calculating transport prices | Shipping documents | Customs formalities | Contracts and insurance | Business English | Accounting and cost control | Organisation | Rigour | Service mindset | Communication | Responsiveness

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

Core skills

- Company and workplace safety
- Shipping and transport processes
- Dangerous goods

Year 2

Transport and management

- Shipping and warehousing
- Accounting and cost calculation
- Intermediate exam

Year 3

Specialisation

- International shipping
- Contracts, liability, insurance
- Final exam

Exams and qualification

An intermediate exam (Zwischenprüfung) in the middle of the 2nd year. The final exam has three written papers (logistics services, commercial control, business and social studies) and a 30-minute professional discussion. You obtain the Abschlusszeugnis of the Chamber of Commerce and Industry (IHK).

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.
- ✓ This is a commercial occupation, mostly carried out in an office, on a screen and on the phone, with exchanges in English with foreign partners.

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

Transport business clerk

Jobs in transport, logistics or freight forwarding companies, in a commercial department.

WITH EXPERIENCE

Specialist in one area

Specialise in one field: shipping, warehousing, groupage transport, international or logistics services.

LONGER TERM

Fachwirt für Güterverkehr

Bachelor Professional Fortbildung in freight transport and logistics, for management roles.

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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