Vocational training in Germany (Ausbildung)

Sales assistant (Verkäufer/in)

Verkäufer / Verkäuferin

You advise customers, take payments and stock the shelves: a 24-month training, paid from the first year, in shops of every kind.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate required	**2 years** 24 months	**B2** required level	**€1,084 to €1,195** 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 sales assistant does

The Verkäufer sells clothing, food, electronics or furniture, holds sales conversations, takes payments and looks after stock and the presentation of items.

Advise

Hold sales conversations and advise customers on the shop's range.

Take payments

Run the till, check banknotes, give change or process cashless payments.

Supply

Receive deliveries, put away and label items, check stock and reorder.

This occupation is for you if…

- ✓ you enjoy dealing with customers
- ✓ you are careful with figures and the till
- ✓ you like tidying and displaying a department
- ✓ you accept shift work and Saturdays

Less suitable if…

- – you dislike standing for long periods
- – you cannot cope with constant contact with the public
- – you want the same hours every day

A TYPICAL DAY IN THE WORKSHOP

08:30 **Opening the department** : Tidy the items, check the price labels and get the department ready before opening.

10:00 **Advising a customer** : Tell a customer about choosing and using items and answer their questions.

12:00 **Receiving a delivery** : Check the quantities and quality of the goods received, then put them away.

13:30 **Running the till** : Take payments, check banknotes and give the exact change.

15:00 **Restocking the shelves** : Spot items that are missing and fill the gaps, with price labels.

16:30 **Cleaning the department** : Put the shelves and counters back in order before closing.

Advice and selling · Till and cash handling · Goods receipt · Stock checks · Price labelling · Displaying items · People skills · Accuracy · Patience · Punctuality · Teamwork

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

Learning the shop

- Range and presentation
- Prices, receiving, storage
- Intermediate exam

Year 2

Selling and tills

- Selling and the till
- Stock control
- Final exam

Exams and qualification

A written intermediate exam (Zwischenprüfung) of 90 minutes takes place at the start of the second year. The final exam has three written papers (selling and advertising, 90 minutes; goods management and calculation, 60 minutes; economics and social studies, 60 minutes) and a discussion of up to 20 minutes on the chosen option. Qualification: IHK certificate (chamber of commerce).

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 job means standing for long periods, handling goods and coping with constant artificial lighting. Work is in shifts, including Saturdays, sometimes outdoors.

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 sales assistant

Jobs in fashion stores, department stores, supermarkets, DIY chains or mail order.

WITH EXPERIENCE

Retail clerk

Continue for 1 year under conditions and sit the retail clerk exam.

LONGER TERM

Handelsfachwirt or retail

Take the Handelsfachwirt (retail business specialist), study business administration or open a shop.

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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