

Office management clerks

that's what it's all about



Fundamentals

The training to become an Office Management Clerk is the perfect entry into the world of organization, communication, and administration. If you enjoy structured work, interacting with people, and are enthusiastic about diverse office tasks, this training is exactly what you need! You learn how to coordinate appointments, draft correspondence, create invoices, and organize projects – in short: you'll become an all-round office talent. You'll have the chance to gain valuable experience in various industries and strengthen your social skills. If you're motivated to continuously develop and seek varied work, this training provides a solid foundation for a successful future in business. Become an important team player and actively help ensure smooth operations in companies!

Content includes

1. Conveying core qualifications for office and business processes
2. Providing two elective qualifications in the second half of training from the areas:
 - Order management and coordination
 - Commercial management and control
 - Commercial processes in small and medium-sized enterprises
 - Purchasing and logistics
 - Marketing and sales
 - Human resources management
 - Administration and secretariat
 - Public relations and event management
 - Administration and law
 - Public financial management

Training locations: Braunschweig und Quedlinburg

Start of training: 1 August | **Duration:** 3 years

Salary: Year 1 (1.368, 26 €) Year 2 (1.418,20 €) Year 3 (1.464,02 €)