

Office Communication Specialist

Requirements:

- At least a good secondary school leading to intermediate qualification

or

- High School Diploma
- Good knowledge of English and French

Duration of training:

- 2 1/2 years

Contents of training:

- Get to know the company organization, interrelationships and functions
- Organization of the workplace, office business sequences, statistics
- Work and organization sequences
- Word processing, office communication techniques, automated word processing
- Accounting, commercial control and monitoring
- Order and invoice processing
- Bookkeeping and cost accounting
- Basics of the company's human resources management, personnel administration and remuneration accounting
- Communication and cooperation in the office
- Additional classes in English, French, foreign–language correspondence and examination for assistant in foreign languages

Number of trainees:

- 2 / year

Work area after the training:

- office
- official tasks in different commercial fields

If you are interested in this job and you are interested in a training in our company, our staff will gladly provide further information.

