

# Industrial Accounting

## Requirements:

- At least a secondary school with intermediate qualification

or

- High School Diploma.

## Duration of training:

- 3 years.

A reduction of the qualification period with High School Diploma is possible.

## Contents of training:

- Get to know and understand the organization of and the interrelationships and functions in the company
- Business processes and markets (customers, products, services and organizational structures)
- Information, communication, work organization (information acquisition, communication systems)
- Integrated business processes (logistics, quality, finance, controlling)
- Sales and marketing (order initiation, processing, postprocessing and customer service)
- Acquisition and procurement (determination of requirements, order processing, inventory administration)
- Personnel (personnel planning, services, development)
- Goods and services
- Service accounting (bookkeeping procedures, cost accounting and results accounts, income statement and closing)
- Professional tasks in the work area

## Number of trainees:

- 2 / year

## Work area after the training:

- Official activities in all 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.

