

BUSINESS ADMINISTRATOR, FEDERAL VET DIPLOMA

Your work ensures that processes run efficiently within companies, keeping the economy moving.

Training duration	3 years with Federal VET Diploma
Specialisations	Services and Administration
Training locations	<ul style="list-style-type: none"> – In the office – At customers' premises
College days	<ul style="list-style-type: none"> – 1 – 2 days per week at vocational college – 3 vocational courses
VET college (BMS) possible	Yes



Requirements

- Organisational skills and reliability
- Excellent command of German
- Upper secondary school high level
- Good people skills
- Enjoy learning foreign languages
- Good comprehension and manners



Job

Business administrators with Federal VET Diploma carry out administrative work in private or public companies. Their responsibilities vary according to the area of activity and type of employment and may include business correspondence, bookkeeping, ordering, greeting customers and secretarial work.

As well as performing the following tasks:

- Processing/sorting/distributing telephone calls, emails and post
- Greeting customers or visitors
- Checking and archiving letters, files and reports
- Checking and recording invoices
- Posting amounts and keeping accounts up to date
- Managing appointment calendars



Further training and careers

Further training

- Federal Professional Examination (e.g. Finance and Accounting Specialist)
- Federal Professional Examination (e.g. HR Specialist)
- Advanced Federal Professional Examination (e.g. Head of Human Resources)
- Advanced Federal Professional Examination (e.g. Invoicing and Controlling Expert)

Careers

- Clerk
- Executive assistant
- HR business partner
- Bookkeeper
- Sales – Consulting – Support

