

# Administrative assistant

The training positions for the 2024 recruitment year have already been filled.



## – What we offer you

- A three-year training programme with an optimal combination of theory & practice
- Challenging training content with a focus on law
- A wide range of employment opportunities with the city of Bocholt
- An attractive income
- Working in a committed and open team
- Flexible working hours
- Good chances of being taken on

## – What you should bring with you

- At least secondary school leaving certificate (Mittlere Reife or Realschulabschluss)
- Ability to work in a team
- Communication skills
- Willingness to learn and perform
- Flexibility
- Ability to work under pressure

## – This is how the training works

The 1st year of training covers

- the organisation and tasks of public administration
- conducting customer-oriented conversations,
- organising and planning various work processes and
- the structure of the municipal budget.

The 2nd year of training includes

- the tasks of personnel administration
- organising accounting and auditing,
- calculating salaries and remuneration, and

- calculating travel and travel expenses.

The 3rd year of training covers

- the special features of municipal law
- the contents of basic social security law,
- the different areas of commercial law and commercial administration, and
- the formal legal bases and administrative procedures.

Theoretical instruction takes place at the [Oswald-von-Nell-Breuning Berufskolleg](#) in Coesfeld in block lessons (vocational school).

During the practical phases, you will attend the inter-company classes at the [Studieninstitut Westfalen-Lippe](#) once a week.

## Possible areas of employment after the training

After successfully completing vocational training, there are a variety of employment opportunities in the different administrative areas:

z. e.g. housing subsidy processing, citizens' office or traffic monitoring

## Field reports

[Field report by Lara](#)

[Field report by Louisa](#)

## I will be happy to answer any further questions




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## Interested in an internship?

You can find out more [here](#).

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## Further information:



**Earnings during training** 



## Fairs & Events ►



## Joint actions ►



## Selection procedure at a glance ►