



Skilled work in Germany

Office and secretarial worker

Buero- und Sekretariatskraefte (o.S.)

You handle the routine administrative tasks of an office, such as managing mail, appointments and documents.

What you do day to day

JOB LEVEL

Spezialist

In-depth skills (technician, Meister, Bachelor)

USUAL QUALIFICATION

Depends on level

technician, Meister or Bachelor

GERMAN

B2 souvent

varies by employer

RECOGNITION

Not regulated

usually not mandatory

Your tasks

- ✓ Manage mail and communications
- ✓ Organize appointments and the schedule
- ✓ Draft and format documents
- ✓ File and archive records
- ✓ Welcome visitors and answer phone calls

Technical skills

office software (word processing, spreadsheets)

schedule management

document filing

professional phone communication

A typical day

Teaching scenario, not a testimonial.

- 08:00** **Start of shift** Manage mail and communications
- 10:00** **Core activity** Organize appointments and the schedule
- 13:30** **Afternoon resume** Draft and format documents
- 15:30** **Follow-up** File and archive records
- 17:00** **End of day** Welcome visitors and answer phone calls

Personal qualities

Rigour

Service mindset

Teamwork

Clear communication

Which routes lead to a job in Germany?

Route	For whom (general principle)	For this job
Skilled employment with a recognised qualification	You hold a recognised qualification and an offer from a German employer.	Pertinente
EU Blue Card	University degree and a salary above an annual threshold that changes every year.	Selon profil
Opportunity Card (Chancenkarte)	Look for a job on the spot, using a points system.	Selon profil

Recognition: usually not mandatory

The occupation is not regulated. An employer mainly judges your skills and experience, but a recognised or assessed qualification can ease access to some routes.

YOUR PATH

From the first test to the first day of work in Germany

1	Check my eligibility	 CAMPUS GERMANY
2	Talk to an advisor	 CAMPUS GERMANY
3	Learn German up to the required level	 DZK Deutsch Zentrum KAGEDEV
4	Prepare the application file	 CAMPUS GERMANY
5	Find the employer and sign the employment contract	 AZUFA
6	Prepare the visa and paperwork	 CAMPUS GERMANY
7	Prepare your departure and settling in	 KAGEDEV E.V. KAPVERDISCHES GEWERKSCHAFT IN DEUTSCHLAND E.V.
8	First day of work in Germany	 AZUFA

What attracts

- ✓ In demand in Germany
- ✓ Progression possible with experience
- ✓ Further training available

What is hard

- Professional German required
- Qualification needs evaluation
- Adapting to German work methods

Avoid if...

- You have no experience or training in this field

Possible progression

Progression depends on experience and further training.

USEFUL SERVICES

We are by your side

Eligibility test Check in a few minutes the most realistic route for your profile. campus-allemande.org/test

German courses Prepare the required level at the DZK language centre or with our partners. campus-allemande.org/cours-de-langue

Interview with an advisor Review your file and your documents. campus-allemande.org/rendez-vous

Housing in Germany Guidance to prepare your arrival. campus-allemande.org/logement-allemande

Track my application Find your steps in your candidate space. campus-allemande.org/mon-dossier

Employer offers Offers will be published here as soon as they are available.

Ready to find out if this job is for you?

Germany: +49 (0) 7033 694 18 80 · Cameroon: +237 622 20 81 64

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

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