



Office management assistant

Office management assistant – what does the new job profile look like?

- Office management assistants organise and coordinate office management as well as project and order-related processes.
- They take on secretarial and assistance tasks, coordinate appointments, prepare meetings and process correspondence. They cooperate and communicate with internal and external partners.
- As professionals in information processing, they research data and information and prepare them for presentations.
- They process procurement transactions, assist with personnel-related tasks, and use booking systems and accounting instruments. In doing so, they observe legal requirements, pay attention to data protection and data security, and carry out quality assurance measures.
- Office management assistants work in companies, businesses, and institutions in the private sector and in the public sector. They support operational processes and handle specialist tasks arising from them.

Two out of ten elective qualifications are selected

Various companies that provide training, with their differences in working and training situations, had posed challenges for the reorganisation procedure. The occupation "office management assistant" contains ten optional qualifications so that companies can train even more flexibly. They make it possible for all companies that have trained up to now to continue to map their company divisions. The elective qualifications offer differentiation options for the sometimes very different activities such as human resources, accounting, purchasing, sales, public relations or administration and law in the public sector. Two elective qualifications (each lasting five months) must be specified by the training company in the training contract when the contract is concluded. Both elective qualifications are mainly trained in the company.



Office management assistant

Training occupation title:

Management assistant for office management

Duration of training: 3 years

Training structure:

The occupation is divided into core qualifications and ten optional qualifications.

Final examination:

The final examination is conducted in two parts as a so-called "extended final examination". The intermediate examination is omitted and is replaced by Part 1 of the final examination. Part 1 of the final examination counts for 25% of the overall result of the final examination. Part 1 of the final examination shall take place in the middle of the second year of training. Part 2 of the final examination shall take place at the end of the vocational training.

Elective qualifications:

The breadth of the training companies with their differences in work and functional areas is reflected in a portfolio of ten elective qualifications. Two elective qualifications are specified by the training company when the vocational training contract is concluded.

Additional qualifications:

An additional qualification can be an elective qualification that is not specified within the framework of vocational training. The additional qualification is examined separately as part of Part 2 of the final examination. The IHK issues a separate certificate for the additional qualification.

Structure of the school-based framework curriculum:

It provides for 13 learning fields which must be completed by all trainees. There is no differentiation according to optional company qualifications.

