

# Training to become a Specialist for Office Communication with Lufthansa AG

The modern office has become an exciting challenge in which communication is the focal point. A workplace for people with organizational talent who are both open and competent. As a Specialist for Office Communication, you will take on secretarial and clerical tasks; you will assist in projects on your own authority, organize duty travel and meetings, draw up texts and prepare presentations.

If you would like to make communication and organization your profession, then come and work for a company that regards communication as a prerequisite for its success.

## Facts

- Within 2 ½ years you will receive first class training to become a Specialist for Office Communication.
- At vocational school, you will acquire an extensive theoretical qualification focusing on general economics, accounting, office communication, German, English, and politics, as well as data and text processing.
- Your practical training will take place with Deutsche Lufthansa AG in Frankfurt. During your practical training you will have the opportunity to acquire know-how about presentation, learning and working techniques.
- Communication training will enhance your qualification.

## Requirements

- Good results on your secondary school certificate, completion of commercial college, advanced technical college entrance or general university entrance qualification
- Very good knowledge of German orthography
- Good English language skills
- Basic typing skills

## Training begin

Yearly after the completion of school summer vacation in Hesse

## Application period

Approximately one year before training starts you will find a job ad in our job offers. You can directly apply there.

**Please apply online at [www.Be-Lufthansa.com](http://www.Be-Lufthansa.com).**

For the online application you will need information from your CV as well as your school grades from the last four semesters.