

Commercial staff (Service and administration)

Job description

Commercial staff's jobs have changed markedly in recent years. Computers can deal with everyday matters, and communication between business partners is taking a leading role. The existence of global networks has made operating procedures more complicated. If they are to succeed in this stressful profession today and tomorrow, today's commercial staff must have technical skills, knowledge of procedures and social skills. The new basic commercial training meets two central training requirements.

1. Prospective commercial staff learn to work independently.

- They take responsibility in the workplace.
- They gain in self-confidence.
- They stand on their own two feet.

2. The three dimensions of training

Technical skills

Knowledge and know-how relating to the sector and the company, information/communication/administration, commerce and industry and society, German and foreign languages (French and English)

Knowledge of procedures

Acquiring a command of methods and procedural instruments, so that you can continue learning on your own and take correct action in new situations: presentation, decision-making, negotiating, problem-solving, learning new facts, etc.

Social skills

Knowing how to relate to yourself, to other people and to the working environment every day: Ability to handle communications, teamwork, conflict, flexibility and ability to withstand stress, etc.

Two different commercial staff training options at REMP

Our objective is to make a competent commercial employee out of you. REMP offers two paths you can take:

- **E-Profile commercial staff training** (expanded basic training) covers classic commercial apprenticeship, which lasts three years. The focus is on the area of "Industry and Commerce and Society" and on languages. And you'll learn how to prepare computer programs using, for example, Word, Excel and PowerPoint, without any problems.
- **M-Profile commercial staff training** also lasts three years, and ends with the obtaining of a professional qualification. This opens up the way to enter a technical college without taking an examination. The training content of the E-profile has been supplemented by general training subjects.

Requirements

This work involves a lot of contact with other people, so it's important to appear confident and well-groomed. You'll have completed 10 years' education in a secondary school or a commercial school, and you'll have obtained good grades. You enjoy learning, you're happy to work as part of a team, and you really like working with other people. You're also committed and motivated, and you're ready to put in some extra effort.

Training locations

You'll change your training location at least once every three months. The rotation plan for the three-year commercial staff course at REMP AG looks like this:

Year 1

August	September	October	November	December	January	February	March	April	May	June	July
Initial familiarisation						IT	Purchasing / Procurement, incl. PP				

Year 2

August	September	October	November	December	January	February	March	April	May	June	July
Export / Logistics				Quality Managem.		Sales Support (Consumables & Devices)					

Year 3

August	September	October	November	December	January	February	March	April	May	June	July
Service & Support			Human Resources			Finance					

Prospects

Once you have successfully completed your course, you will have a generalist training. You know the „Service and Administration“ sector, and you are familiar with working in a company at national and international level. This will open many doors for you.

- Technical college
- Advanced technical exams
- Advanced technical exams for commercial economists
- Swiss Confederation professional exams
- etc.

Application

Every year at the end of August, an apprenticeship advert is published and / or displayed on our homepage, which you can use to make an application. If you're interested in training at REMP AG, then please send your complete application dossier with your

- letter of application
- C. V.
- School reports (from Year 8, including teaching reports/end of term reports)
- Copy of multicheck certificate (www.multicheck.ch)
- References

to the following address:

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Career

Commercial staff (Service and administration)



Contact

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