



Commercial apprenticeship for Federal Certificate of Proficiency (Profile E/M)

armasuisse offers commercial apprenticeships for the E profile (extended basic education) and M profile (with Vocational Baccalaureate).

Requirements

You have good oral and written communication skills, foreign language abilities and a flair for numbers. You enjoy working on a computer. You are a touch typist or willing to learn touch typing before starting your training. You are highly motivated for this apprenticeship, enjoy contact with people, are well-organized and a self-starter. If you are also reliable and a conscientious worker, you've found the right place with us.

E profile: Secondary school with good performance or *Realschule* and pre-career 10th year of school with very good grades in core subjects (German, French, English, maths)

M profile: Secondary school with very good grades in core subjects (German, French, English, maths)

Duties

Commercial employees spend most of their time in the office working with computer and telephone. Their main duties include writing e-mail and other correspondence, processing information and interacting with customers and vendors. Depending on the unit where they work, their duties may vary widely. During their apprenticeship at armasuisse, trainees generally move to a new department twice a year. As a result, trainees acquire experience in up to six different departments in the course of a three-year apprenticeship. The potential assignments and their duties are:

Human Resources:

- Monitor receipt of job applications, confirm applications, set interview appointments
- Assist with new hires and departures (respond to customer queries and write contracts, e-mail and other correspondence)
- Prepare course materials

Finance:

- Check and post invoices
- Assist with controlling
- Keep cash journal

Commerce, procurement for Land Systems/Aeronautical Systems/Purchasing and Cooperations:

- Receive and compare bids
- Process material orders
- Keep meeting minutes

Transport:

- Coordinate transport and prepare delivery documents
- Assist in advising buyers on issues related to transport and customs
- Miscellaneous business correspondence/filing

Communications:

- Maintain and edit intranet and Internet pages
- Manage promotional gift fund
- Assist in organizing (media) events
- Miscellaneous business correspondence

Real estate planning, controlling, support

- Review contracts, place orders
- Data maintenance and document management
- Help with assistant duties
- Assist in organizing the annual report

Office/infrastructure:

- Internal and external post management

IT:

- Receive and compare bids
- Prepare contracts
- Conduct and document software tests
- Assist in executing IT projects

Science and Technology assistance

- Prepare presentations/correspondence from templates
- Receive customer requests, reply to or forward them
- Organize events and meetings

Command and Reconnaissance Systems resource management

- Conduct analyses
- Assist with controlling
- Miscellaneous business correspondence

Advanced training

Many opportunities and advanced training options are open to commercial staff after their apprenticeships.

Here are just a few options:

Professional examination with Federal PET Diploma:

Finance and Accounting Specialist, Marketing Specialist, HR Specialist, Executive PA, Trustee, etc.

Advanced Federal PET Diploma Examination:

Certified Finance and Accounting Specialist, Certified Marketing Manager, Certified Human Resources Manager, Certified Foreign Trade Manager, Certified Real Estate Trustee, etc.

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College of Professional Education and Training:

CPET Certified Banker, CPET Certified Business Manager, CPET Certified Actuary, etc.

University of Applied Sciences

Bachelor of Science (UAS) in Business Administration, Bachelor of Science (UAS) in Industrial Engineering, etc.