

## Focus of Training Program

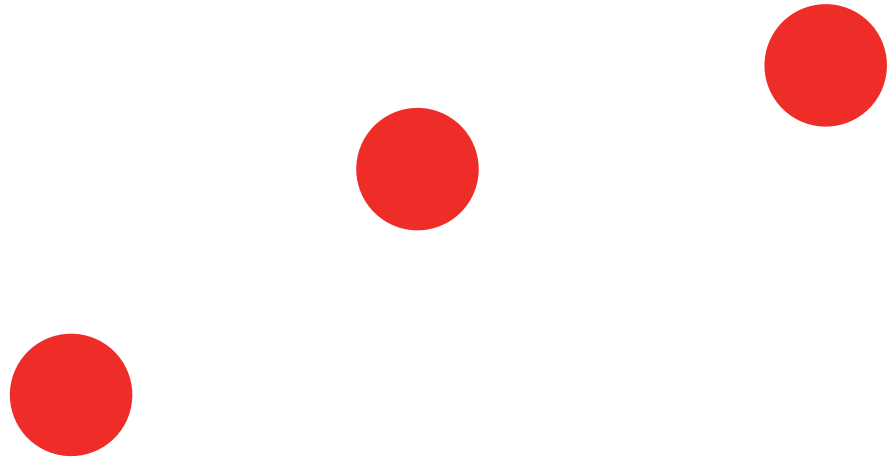
Secretariat

Business Management

Communication

Competence and Career

# Office-Assistant



ZARABINA

# The Plus Points of our Program

Our ten-month further training program qualifies you professionally for diverse and interesting fields:

- **Secretariat**
- **Administration**
- **Reception**
- ...

## Training Profile

As Office Assistant you will have a key position in a modern office setting. You are an all-rounder with special knowledge and skills in Accountancy and Bookkeeping. You will support specialist departments, project teams and supervisors with all organizational demands.

You can recognize operational contextual situations, can think cross-functionally and act in a service-oriented manner. You are well versed in written and oral communication (LUX/F/D/E) and can be deployed flexibly. You master office activities through the efficient use of new technologies. If necessary, you can also carry out your work from home.

## Your Profile

You are returning to work, unemployed, in search of employment or wish to embark on a new direction in your career. You have practical experience in office work, in using a PC and in using the three national languages (LUX/F/D). Any other language is an advantage, especially English.

## You would like to

develop yourself professionally and personally, and are open to challenges and changes.

### **Then why not make use our Career Path Advice?**

Individual and tailor-made advice on all questions relating to work and career, skills/work competence check, job application and self-marketing, further training, compatibility of work and family, labor market information and more.

# Training Overview

- **Office Communication**
  - Secretariat Applications – Word, PowerPoint und PDF
  - Spreadsheet and Data Evaluation – Excel
  - Information- and Communication Technologies – E-Mail, Internet, Intranet, Online learning platform ILIAS, Video conferences
  - Layout and professional Text Design – Word
  - Appointment- and Task Management – Outlook
  - Networked use of soft- and hardware
  - Data security and insights into Data Protection
  - Internet research
- **Competence- and Career Check**
  - Professional profile and personal presence
  - Career path planning and job application
  - Self-Management and Teamwork
  - Stress Management
- **Secretariat- and Assistance Functions**
  - Office Management
  - Optimizing Collaboration
  - Efficient working, also from home
  - Languages – French, German, English, Luxembourgish
  - Travel Management
  - Meetings and Conferences,
  - Employment Law
  - Communication Training
- **Business Economics**
  - Macroeconomic framework conditions
  - Operational functions and processes
  - Financial Management and Accountancy
  - Marketing
  - General Bookkeeping, I and II
  - EDP-supported Bookkeeping

## Plus Points of our Further Training

- Careful selection of participants
- Training Field: virtual company with realistic and professional simulations of work demands
- Individual learning following modern methods
- Full-equipped and modern training rooms
- Work-oriented relevance, in cooperation with companies
- The employment of experienced trainers and pedagogues.
- Support in balancing work and family
- High success rate in job placements
- State-approved Certificate

## Organization of Training

Mid-January to Mid-October

Mondays, Wednesdays, Fridays: 09h00 – 15h00

Tuesdays, Thursdays: 09h00 – 14h00

at the **ZARABINA** Training Center in Esch-sur-Alzette

## Interested?

Why not visit one of our information events or contact us for a personal meeting to discuss your individual needs or wishes?

We are reachable under any of the following coordinates:

### **ZARABINA asbl**

27, rue Emile Mayrisch  
L-4240 Esch-sur-Alzette

### **ZARABINA asbl**

37-39, rue Felix de Blochausen  
L-1243 Luxembourg



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[www.zarabina.lu](http://www.zarabina.lu)

The Certificate as Office Assistant is supported by The Ministry of Education, The Ministry for Children and Youth as well as The Ministry of Labor, Employment and of Solidarity and Social Economy.



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