1734 4339 Apprenticeship as a notary clerk (m/f/d) at Notare Dr. Winfried Koessinger and Dr. Damien... Apprenticeship as a notary clerk (m/f/d)  
  
You are looking for an apprenticeship in a crisis-proof, lucrative and  
  
varied job? You also want daily contact with people  
  
and find creative solutions to their concerns? Then there is an education  
  
to the notary clerk is exactly the right thing for you.  
  
The following tasks await you:  
  
  
  
 - Preparation  
  
of contracts (e.g. marriage contracts, property purchase contracts, wills)  
  
  
 - Processing of deed transactions  
  
  
 - Preparation of meeting dates  
  
  
 - Communication with clients, courts and authorities  
  
  
  
qualifications  
  
The job  
  
the notary's clerk is generally open to everyone. Ideally  
  
Do you have a high school diploma or a technical college entrance qualification? are more important than graduating from school  
  
Your personal motivation and willingness to be diligent, accurate and  
  
to work independently.  
  
  
  
In addition  
  
the drafting of contracts places high demands on how you deal with the  
  
German language.  
  
course of training  
  
The  
  
Training is carried out in the offices of notaries as in-company training  
  
accompanying block instruction in the vocational school. She lasts in  
  
usually three years and can be shortened to two years in exceptional cases.  
  
In the first year of apprenticeship, the vocational school lessons take place at the local  
  
vocational schools as well as in the second and third year of apprenticeship for all trainees  
  
the vocational school in Munich.  
  
Have we aroused your interest?  
  
Then send us your application with cover letter,  
  
CV and certificates via email. notary clerk None 2023-03-07 15:54:06.403000