

Danish trainees in your company – trade, retail or clerical work

The OPU-Office represents approx. 30 business colleges in Denmark and we arrange traineeships for **graduates from the Commercial Upper Secondary**. Each year we send about 160 trainees to Germany and about 30 to other countries around the world.

We have worked with the OPU-programme since 1992 and our experience shows us that employers as well as trainees are extremely pleased with this opportunity.

- The OPU-office offers **access to interviews with our applicants – we screen our applicants and select the ones that suit typical requirements and demands.**
- We arrange **job interviews in your company** – normally 3-4 applicants per job offered and we will **provide you with further material** (e.g. contract and education guidelines) as required.
- **You and your company are in charge of the final selection process.** If none of the applicants live up to your expectations, you are not obliged to hire any of them.
- The services offered by the OPU-Office are **without any costs to you.**
- Our applicants are **young and bright commercial students** who are **very motivated and enthusiastic**. The trainees have graduated from their Danish business college and they are **18-20 years old**.
- Duration of the traineeship is typically **1 year**. The trainee is partially **financially supported** by the Danish Employer's Reimbursement Scheme, but the hiring company must still pay a monthly salary.
- The trainee will (after a short training) be **able to work independently** within the usual line of work for **trade/commercial, clerical or retail business**.
- He/she is able to start the traineeship around **August 1**.

Examples of training and work functions:

- Contact to suppliers and/or customers
- Controlling price and quality
- Customer service
- Purchasing functions, e.g. placing orders, confirmation handling
- Managing company stock
- Sales functions, e.g. making offers, invoicing
- General administration tasks
- Accounting and financial management functions
- Administrative tasks related to marketing and advertising
- Maintenance of company homepage, e-trade

Please note that the functions listed above are only examples of work areas and that your trainee/trainees will be working with business areas relevant to your company.