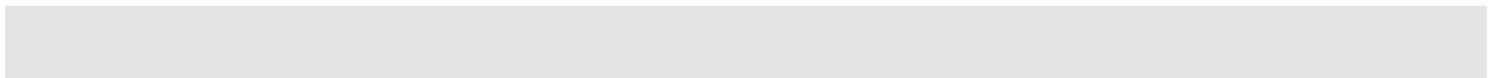




Commerzbank Vocational Trainee Scheme

Fact Sheet 2021



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About Commerzbank



Commerzbank is a leading international commercial bank with branches and offices in almost 50 countries. In the two business segments Private and Small Business Customers, as well as Corporate Clients, the Bank offers a comprehensive portfolio of financial services which is precisely aligned to the clients' needs.

Commerzbank finances approximately 30% of Germany's foreign trade and is leading in financing for corporate clients in Germany. Due to its in-depth sector know-how in the German economy, the Bank is a leading provider of capital market products. Its subsidiaries Comdirect in Germany and mBank in Poland are two of the world's most innovative online banks.

With approximately 1,000 branches, Commerzbank has one of the densest branch networks among German private banks. In total, Commerzbank serves more than 18 million private and small business customers, as well as more than 60,000 corporate clients, multinationals, financial service providers, and institutional clients. The Bank, which was founded in 1870, is represented at all the world's major stock exchanges. In 2017, it generated gross revenues of €9.1 billion with approximately 49,300 employees.

For further information please visit www.commerzbank.com

Traineeship overview

If you are successful in your application you will be assigned to an area within Commerzbank, where you will stay for three and a half years. Here you will learn to specialise in that particular area but at the same time you will also be exposed to other areas within the bank. After completing the programme, your position is reviewed and it is decided whether there is a permanent position for you in the bank, either in the area you have been working in or another.

During the first two years, you will study towards an HND in Business (Accounting and Finance) at the European College of Business and Management as well as a separate banking qualification (Bankkaufmann / Bankkauffrau). This means attending college once a month for approximately three days.

Upon successful completion of the HND, you will study for a further year and a half to top-up to a BA (Hons) degree in Business Management which will include an accounting module. Typically, you will have to attend college three days per month, however sometimes this may be at weekends. More study will also be required in your own time.

Your progression with your studies at college is considered as important as your progression within the working environment. You will be given full support by the college and by your line manager to ensure you achieve your full potential and maximise your skill set, both academically and practically in the workplace. You will also be able to speak to other trainees that have taken part in the course, for help and guidance along the way.

All college fees are paid for by the bank on top of your basic salary. All trainees will start on the same salary and will continue on the same salary whilst on the programme. Other benefits include private healthcare, life cover and a non-contributory pension scheme.



For more information regarding the European College of Business and Management please visit

www.eurocollege.org.uk

What could you be doing?

There are a number of different business areas that Vocational Trainee's have the opportunity to join at Commerzbank. Trade Finance, International Corporates and Finance are just a few of the key areas that support the Vocational Trainee Scheme.

Should you wish to find out any more information, please email:

campusrecruitmentenquiries@commerzbank.com

Duties for Vocational Trainees

- Answering client queries via phone and email
- Liaising with other departments/branches in London and Germany
- Maintaining electronic and paper-based files
- Maintaining updated system procedures
- Market existing and new products to our clients
- Presenting ideas to managers
- Data input and processing
- Carry out a range of data analysis procedures
- Coordinate team tasks and take over and manage projects/one-off tasks
- Providing relationship updates and liaising with various other internal departments within the bank
- Prepare reporting for senior managers
- General administrative support for Local COO / Business Manager
- Support "know your customer" management process incl. preparation of meetings, to gather client information