



Vorsortieren der Eingangspost (Unterweisung Kaufmann / -frau für Bürokommunikation) (German Edition)

Gino Nowak

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Unterweisung / Unterweisungsentwurf aus dem Jahr 2010 im Fachbereich AdA Kaufmännische Berufe / Verwaltung, Note: 1,9, Industrie- und Handelskammer Nürnberg für Mittelfranken, Sprache: Deutsch, Abstract: Unterweisungsentwurf

im Rahmen der Ausbildungseignungsprüfung (AdA) für den Ausbildungsberuf:

Kaufmann/?frau für Bürokommunikation

Thema der Unterweisung:

„Vorsortieren der Eingangspost“

Mein Unterweisungsthema „Vorsortieren des Posteingangs“ ist lt. Verordnung über die Berufsausbildung zum/zur Kaufmann/?frau für Bürokommunikation vom 13. Februar 1991 in § 3 Abs. 1 Nr. 3.3 b dem Punkt „Posteingang bearbeiten, Postverteilung durchführen und Postausgang kostenbewusst durchführen“ zuzuordnen.

Ziel der Unterweisung:

Die Auszubildenden sollen das selbstständige und richtige kontrollieren der Eingangspost und Vorsortieren der Post unter Beachtung der Öffnungserlaubnis fehlerfrei ausführen können.

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