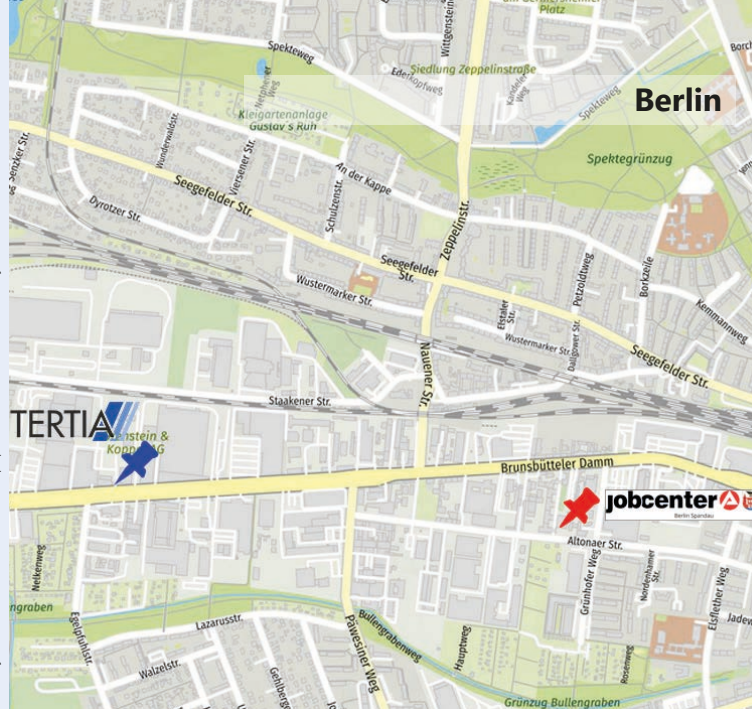## Our goal: Your success

Why TERTIA?

TERTIA has been active in the fields of employment, education and coaching for over 50 years. We are characterized by our expertise and commitment. Our focus is on people and potential. You can expect coaches with many years of professional experience. We attach great importance to a personal atmosphere.

Our high quality standards are our daily incentive. Compliance with the quality standards is checked annually by the external certifier Certqua.

We are to your success!

Die **TERTIA Berufsförderung GmbH & Co. KG** is certified according to the European quality standard DIN EN ISO 9001:2015 and the German AZAV.

We only use FSC and PEFC-certified paper from sustainable forestry.

Berlin

Approach & Contact

TERTIA Berufsförderung GmbH & Co. KG
Brunsbütteler Damm 190
13581 Berlin
Phone: 030 515665-900
www.tertia.de/Berlin
E-Mail: startnow@tertia.de

Your contact persons:
Ms. Katrin Klosig
Phone: 030 515665-900
Ms. Marion Fischer
Phone: 030 515665-903
Your way to us:
Public transportation: Take the bus (line M32 Brunsbütteler Damm) to the bus stop Egelpfuhlstraße.

Start Now

jobcenter
Berlin Spandau

Berlin

Start Now

Our offer for you

- We can help you with the application, also digitally.
- We will update your data and revise your application documents together with you.
- We will inform you about your rights and obligations in the Bürgergeld.
- You will be with us for 5-6 hours a day from monday to friday.

Your first day with us:

- Please be at our location at 9 a.m. on monday. You are welcome to call in advance.
- Please bring the following documents with you:
  - Your letter „Angebot zur Teilnahme" from the Jobcenter
  - Your access data for the Jobcenter's digital services
  - If available, your curriculum vitae and certificates

You will receive your access data in the entrance area of the Jobcenter.

We will show you how the digital services can benefit you!

- Jobcenter.digital
- Mein NOW

Professional support

- BERUFENET

If you need further help, we will support you in finding suitable network partners so that you can successfully return to work.