

Professional Situations / Skills

Pôle
1

EXTERNAL RELATIONSHIPS

1.1. Suppliers files

- 1.1.1. Participate to subcontractors and suppliers files
- 1.1.2. Prepare purchase and pass orders
- 1.1.3. Follow up deliveries, invoices and anomalies
- 1.1.4. Monitor stock assessments
- 1.1.5. Management of regulations and litigation files

1.2. Clients files

- 1.2.1. Management of the prospect/Administrative management
- 1.2.2. Maintain customers (files) records, senders and clients
- 1.2.3. Assure the follow up of orders, transact orders
- 1.2.4. Transact orders, budgets or any other type of requests
- 1.2.5. Follow up deliveries/Management of regulations and litigation procedures (files)

1.3. Others relationships

- 1.3.1. Monitoring cash balance and relations with bank
- 1.3.2. Preparation of tax returns
- 1.3.3. Processing of administrative formalities and writing
- 1.3.4. Working relationships with partners

Pôle
2

ADMINISTRATIVE MANAGEMENT

2.1. Dealing with the staff

- 2.1.1. Follow up administrative employees work contract
- 2.1.2. Participate in the management of the staff schedule
- 2.1.3. Participate in the administrative follow up of the staff and mobility
- 2.1.4. Giving information concerning the staff

2.2. Human resources

- 2.2.1. Participate in administrative operations of recruitment (analyze CV, application letter..)
- 2.2.2. Participate in the ongoing training
- 2.2.3. Participate in the administrative follow-up of careers
- 2.2.4. Prepare and follow up the staff training/development and mobility

2.3. Wages and budgets

- 2.3.1. Filling the salary files
- 2.3.2. Preparing the social charge calculations /making the declarations set out
- 2.3.3. Participate in budget preparation, achievement

2.4. Social relationships

- 2.4.1. Administrative follow up relating to staff representative organizations
- 2.4.2. Prepare, set up dashboards, social indicators
- 2.4.3. Participate in health and safety procedures
- 2.4.4. Develop cultural activities

Professional Situations / Skills

Pôle
3

INTERNAL ADMINISTRATIVE MANAGEMENT

3.1. Information management

- 3.1.1 Collect and search for information
- 3.1.2. Write/edit structured information
- 3.1.3. Organize and making the information available

3.2. Working environment

- 3.2.1. Organization and follow up of regular meetings
- 3.2.2. Post mail management
- 3.2.3. Receive/answer phone calls
- 3.2.4. Manage collaborative workspace

3.3. Workspace and activities

- 3.3.1 Welcome and give information to external interlocutors
- 3.3.2. Remain in operational state different posts and work area
- 3.3.3 Maintenance contracts, subscriptions and software licenses
- 3.3.4. Participate in the operating budget
- 3.3.5. Participate in the management of the stationery, material and software

3.4. Managing work time

- 3.4.1. Manage schedules/agendas
- 3.4.2. Planning and follow up activities

Pôle
4

ADMINISTRATIVE MANAGEMENT OF PROJECTS

4.1. Follow up of the project

- 4.1.1. Implementation of the project description
- 4.1.2. Organization of information/data base
- 4.1.3. Produce financial statement/financial reporting
- 4.1.4. Carry out all formalities required and necessary authorizations
- 4.1.5. Follow up the project completion schedule
- 4.1.6. Establish relationships with the different actors involved in the project
- 4.1.7. Follow up the meetings related to the project
- 4.1.8. Follow up management and logistics of the initial project
- 4.1.9. Point out cases of malfunction

4.2. Assessment of the project

- 4.2.1. Participate in the preparation of discussion papers
- 4.2.2. Participate in the review/assessment report
- 4.2.3. Closing statement