



Name of the job profile	Secretary/ administrator	
Description of the job profile	<p><i>Secretaries/administrators are involved with the coordination and implementation of office procedures and frequently have responsibility for specific projects and tasks and, in some cases, oversee and supervise the work of junior staff.</i></p> <ul style="list-style-type: none"> - <i>devising and maintaining office systems</i> - <i>booking rooms and conference facilities</i> - <i>using content management systems to maintain and update websites and internal databases</i> - <i>managing and maintaining budgets, as well as invoicing</i> 	
Economical sector	<input type="radio"/> Primary <input type="radio"/> Secondary <input type="radio"/> <u>Tertiary</u>	
Country	<input type="radio"/> Belgium <input type="radio"/> France <input type="radio"/> Italy <input type="radio"/> <u>Lithuania</u> <input type="radio"/> Romania <input type="radio"/> Spain	
Qualifications required	<i>High school diploma, though postsecondary training is preferred by employer.</i>	
Total number of training hours	<i>Regular work hours (nine to five), sometimes overtime may be required.</i>	
	<i>Description *</i>	<i>Level **</i>
Knowledge	<i>Knowledge of the product</i>	7
	<i>Accounting</i>	6
	<i>Marketing</i>	5
	<i>Company's policy</i>	4
	<i>Sociology</i>	5
	<i>IT and computer sciences</i>	7
Skills	<i>Clerical</i>	7
	<i>Customer and Personal Service</i>	8
	<i>Computers and Electronics</i>	8
	<i>Administration and Management</i>	9
	<i>E-mail</i>	7
	<i>Microsoft-office</i>	6
	<i>Resolution</i>	7
	<i>Languages</i>	8
Competences	<i>Communication</i>	8
	<i>Interpersonal ability</i>	7
	<i>Organization</i>	7
	<i>Planning</i>	8
	<i>Handling problems</i>	8
	<i>Time management</i>	6
	<i>4 communicative skills</i>	7
Previous Experience	<i>At least 1 year experience is required (depending on qualifications needed)</i>	
Personal Attitude	<i>A candidate should be able to manipulate statistical data, arrange both in-house and external events as well as recruited, train and supervise junior staff and delegate work is required. .</i>	