

OFFICE AGENT, CLASS I

Nature of work

The principal and customary work of the employee in this employment class consists in performing administrative functions according to methods and procedures of a relatively complex nature.

Rate your skills	Yes	No
<u>Accounting sector</u>		
I have a good knowledge of accounting operations relating to the verification of invoices, order vouchers and delivery vouchers.	<input type="checkbox"/>	<input type="checkbox"/>
I can verify, categorize and codify expenses.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Payroll sector</u>		
I am aware of established regulations regarding the remunerations and deductions to be made.	<input type="checkbox"/>	<input type="checkbox"/>
I know how to keep a register.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Documentation centre sector</u>		
I like to check various documents such as order vouchers, invoices, requisitions, etc.	<input type="checkbox"/>	<input type="checkbox"/>
I can take care of the control of payments and the renewal of subscriptions.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Statistical sector</u>		
I can make complex statistical compilation operations using an established mode.	<input type="checkbox"/>	<input type="checkbox"/>
Required skills		
I have good planning and organization skills.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to supervise and coordinate the work of employees.	<input type="checkbox"/>	<input type="checkbox"/>
I communicate easily with people.	<input type="checkbox"/>	<input type="checkbox"/>
I can resolve conflicts and problems.	<input type="checkbox"/>	<input type="checkbox"/>