

OFFICE AGENT, PRINCIPAL CLASS

Nature of work

The principal and customary work of the employee in this employment class consists in being responsible for the co-ordination, management and control of a group of tasks carried out by the administrative support personnel in an administrative unit or in one or several sectors of an administrative unit. He may also perform, exclusively or not, one or several relatively complex and specialized tasks in a particular area.

Rate your skills

Yes **No**

- | | | |
|--|--------------------------|--------------------------|
| I am able to supervise and manage personnel. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can coordinate administrative duties in various areas of activities. | <input type="checkbox"/> | <input type="checkbox"/> |
| I have the abilities to properly train personnel. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am able to see to the selection, preparation and verification of data as well as to the preparation of documents requesting some research. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am able to evaluate bids and to negotiate prices. | <input type="checkbox"/> | <input type="checkbox"/> |
| I communicate easily with people. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can devote myself to a very specialized administrative task. | <input type="checkbox"/> | <input type="checkbox"/> |

Required skills

- | | | |
|--|--------------------------|--------------------------|
| I have very good planning and organization skills. | <input type="checkbox"/> | <input type="checkbox"/> |
| I have a good analytical capability. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am able to resolve conflicts and problems. | <input type="checkbox"/> | <input type="checkbox"/> |