

ADMINISTRATION TECHNICIAN

Nature of work

The principal and customary work of the employee in this employment class consists in performing various kinds of technical tasks of an administrative nature in areas related, among others, to the management of financial and material resources and to school organization. In his work, the administration technician may assist personnel as well as users of the administrative unit concerned.

Rate your skills

Yes

No

Finance management area

I can collect, analyse and prepare data so as to establish the requirements in terms of budget and purchases.

I am in a position to carry out recommendations.

Material resources management

I am able to evaluate the characteristics of new products.

I have the qualification to analyse requirements.

I am able to direct the installation of equipment.

Academic organization area

I am able to participate to the admission activities, the registration and the students' choice of courses.

I can take care of the calculations related to teachers' workload and allocation.

Personnel management area

I can carry out duties related to retirement funds, insurance and to the schooling and experience evaluations.

I am able to coordinate the work of the personnel.

I can train personnel.

Required skills

I am good at planning and organization of work.

I am able to solve problems.

I communicate easily with people.