

ADMINISTRATION OFFICER

Nature of work

The administration officer is a professional whose occupation includes in particular the execution of current administrative programs and procedures of one or more administrative units of the organization, particularly in some or all of the following activity sectors:

- budgetary programming and control;
- personnel management;
- supervision and coordination of the work of support staff;
- equipment management, etc.

Rate your skills

	Yes	No
I know how to prepare contracts and various statistics.	<input type="checkbox"/>	<input type="checkbox"/>
I can ensure the organization, the coordination and the supervision of the support staff activities.	<input type="checkbox"/>	<input type="checkbox"/>
I can implement and develop hiring, budgetary control and equipment management procedures.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to keep minutes and write investigation reports.	<input type="checkbox"/>	<input type="checkbox"/>
I can study files.	<input type="checkbox"/>	<input type="checkbox"/>
I can gather the information required to prepare official replies.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to gather information needed for smooth administrative operations.	<input type="checkbox"/>	<input type="checkbox"/>

Required skills

I possess excellent planning and organization skills.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to make decisions.	<input type="checkbox"/>	<input type="checkbox"/>
I am excellent in written communication.	<input type="checkbox"/>	<input type="checkbox"/>