

ADMINISTRATION OFFICER

Nature of the 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.

Required qualifications

A bachelor's degree with a specialization appropriate to the employment such as:

- business administration;
- commerce.

Some characteristic functions

The administration officer sees to the smooth operation of current activities, and to the preparation of contracts and various statistics. His responsibilities include the organization, coordination and supervision of support staff activities.

He may be called upon to implement and develop various procedures, such as those concerning hiring, budgetary control and equipment management.

His work may also include keeping minutes, studying files, gathering the information required to prepare official replies and writing investigation reports, etc.

The administration officer gathers or transmits the information or data needed for smooth administrative operations.