

Faculty : ASSISTANT MANAGER



Signle : ASSMA
Option : ASSISTANT MANAGER
Level : BTS
prerequisite : BAC
Outlets:

- Export agent
- Customs operator
- Manager of international trade operations
- Commercial export
- Export seller
- Export and import sales assistant
- International buyer / importer assistant.

Description

This option trains the collaborators of general managers, unit managers or heads of department. Organized, rigorous, dynamic, discreet, they support, facilitate and monitor the manager's work in order to make it more efficient. The Assistant Manager mainly performs the role of interface and mediation between the company and its environment. He takes care of administration, communication, work organization, decision support and can even take charge of a specialized file or organize an event.

specific skills :

- Participate in the organization and management of the company;
- Manage and process information flows to enable decision-making
- Ensure the function of relational interface;
- Ensure the accounting and financial management of the company;
- Master the different legal procedures;
- Be courteous, responsive and well organized
- Master administrative writing.

Quality and skills :

- Master the economics of organizations.
- Master several languages.
- Have an aptitude for negotiation.
- Understand the professional environment.
- Being able to work under pressure.

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- Demonstrate adaptability and versatility.