

Faculty: MANAGEMENT



Acronym :GESRHS

Option : HUMAN RESOURCE MANAGEMENT

Level : BTS

prerequisite: Scientific series or equivalent level

Outlets:

- Human Resources Assistant;
- Assistant to the human resources manager;
- Executive assistant
- Payroll accountant
- Recruitment officer ;
- Job manager

Description

The Human Resources Management specialty aims to train students able to carry out the administrative monitoring of personnel management (contracts, absences, leaves, medical visits, declarations to social organizations) as well as continuing education according to social legislation, regulations of the structure's work and human resources policy.

Specific skills :

- Control staff pay slips;
- Establish pay slips;
- Perform administrative monitoring of human resources management operations;
- Follow training, mobility or reclassification actions;
- Carry out recruitment interviews;
- Monitor service outsourcing contracts.

Quality and skills :

- Understand the economic and business environment;
- Master the computer tool;
- Administer individual salary files;
- Carry out regulatory declarations
- **Identify staff training needs;**

