**Abdallah**

**Thouraya**

**Sam2**

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| **JOB DESCRIPTION** | | | | |
| Job Title: Assistant Manager / Administration Assistant | | | | **Business :**  **AEROTECH** |
| Means available:  Pack Office  PGI  Intranet, Intranet  Printer, Scanner | | **Required degree :**  Jobs accessible from Bac + 2 level BTS SAM | **Experience:**  **5 to 6 years** | |  |
| **Mission :** provide administrative assistance, organization and valuation of action and projects. | | | | | |
| **Main activities:**  Coordination of the steps necessary for the realization of the projects (preparation, follow-up, specifications, budget, planning).  Implementation of action, oral and written communication with the public and partners.  Follow-up and execution of tasks.  Participation in meetings. | | | | | |
| **Know how :**  Plan and track the execution of a project  Master the office tools and the new technologies of the communication  Writing letters and administrative documents  Master the written and oral expression | | | | **Know-how :**  Have the sense of welcoming, listening and contract  Be available  To be organized (e) methodical  Know how to work in a team  Autonomy, hierarchy of priorities, taking initiatives, strength of proposals | |
| Various:  B permit  CSD  English  French | | | | | |