**Abdallah**

**Thouraya**

**Sam2**

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|  **JOB DESCRIPTION** |
|  Job Title: Assistant Manager / Administration Assistant |  **Business :****AEROTECH** |
| Means available:Pack OfficePGIIntranet, IntranetPrinter, 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 projectMaster the office tools and the new technologies of the communicationWriting letters and administrative documentsMaster the written and oral expression | **Know-how :**Have the sense of welcoming, listening and contractBe availableTo be organized (e) methodicalKnow how to work in a teamAutonomy, hierarchy of priorities, taking initiatives, strength of proposals |
|  Various:B permitCSDEnglishFrench |