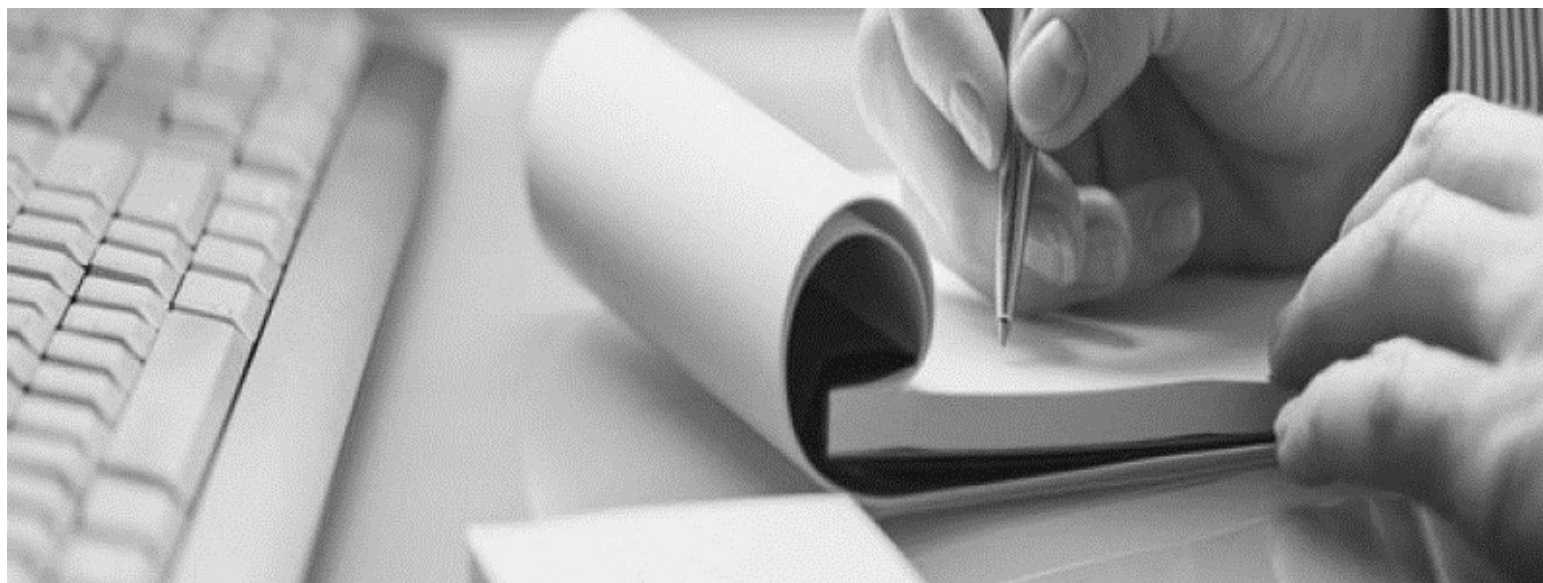# Branch: Secretarial professions

Code: SECPRO
Option: Secretarial professions
Level : BEP
Prerequisites: BEPC and/or CAP
Opportunities :
In principle in the administrative services of companies as an administrative employee; but the candidate for this BEP should be aware that obtaining the diploma offers few possibilities of professional integration, so he/she should consider continuing his/her studies after the BEP which will enable him/her to deepen his/her training and broaden his/her skills in the field of secretarial work.

Description
Whether the company sells, processes or produces, its activity involves a certain number of administrative and communication operations (mail, drawing up documents, telephone communication, keeping files, etc.) linked to its exchanges with its various partners (customers, suppliers, banks, tax services, insurance, etc.).
The employee holding this BEP participates, under the responsibility of a line manager, in any of these operations: in a large company, these will be more specialised, whereas in a small company, they will be more diversified.
Receiving visitors
Recording, transmitting, filing documents and mail

Using office software (spreadsheet, word processing, database management,

management and monitoring, document production, meeting organisation
Using communication tools such as telephone, fax, etc.
By receiving and breaking down telephone calls.

Quality and competences :
 Pupils destined for this training will have to work in an office environment, which means sitting for several hours in a limited space and an activity necessarily linked to those of other people.
Moreover, this training is essentially based on written material and leads to written documents, which presupposes a minimum command of the language that should enable the student to be able, in two years of training, to produce coherent written documents with acceptable spelling. Particular care must be taken in the presentation of the work.