

Branch : Management-administration



Code : MANADM

Option : Management-administration

Level : Bac Pro

Prerequisites:

Opportunities :

Graduates work as administrative managers, secretaries, commercial managers or personnel managers.

Description :

This vocational baccalaureate trains administrative managers who will work in small or medium-sized companies, local authorities, administrations or associations. Their mission is to take charge of the administrative dimension of management, communication, commercial activities, personnel management and the implementation of projects within the structure.

Quality and competences :

In the context of the buying and selling process, the student studies the various procedures, contracts, commercial documents, stock evaluation, handling of disputes, relations with suppliers and customers. Spelling, syntax and writing procedures must be mastered and are studied during the course.

The student learns how the various administrations work and the issues involved in formalities in order to be able to deal with them.

The training covers labour legislation, filing and archiving methods, electronic data management, monitoring personnel files, formalities related to recruitment and career monitoring, and checking pay slips.

The student learns to collect, research and disseminate information, to handle mail and telephone calls, to monitor contracts and subscriptions, and to plan activities.

Finally, at the end of the course, he or she will be able to support projects by participating in the preparation of summary documents, presenting budgetary data and organising communication between the professionals concerned.