



## Vacancy summary

### Office manager

GE0391065

pekini#5

**Gender :** Woman**Education :** Bac + 4, Master**Position :** Manager

## Vacancy location



## Vacancy details

Typical work activities for secretary:

The primary task of a secretary is to support the manager or managers in an organization.

- using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel, Access, photoshop, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;
- devising and maintaining office systems;
- booking rooms and conference facilities;
- using content management systems to maintain and update websites and internal databases;
- attending meetings, taking minutes and keeping notes;
- managing and maintaining budgets, as well as invoicing;
- liaising with staff in other departments and with external contacts;
- ordering and maintaining stationery and equipment;
- sorting and distributing incoming post and organizing and sending outgoing post;
- liaising with colleagues and external contacts to book travel and accommodation;
- organizing and storing paperwork, documents and computer-based information;
- photocopying and printing various documents, sometimes on behalf of other colleagues.
- translating documents

- recruiting, training and supervising junior staff and delegating work as required;
- manipulating statistical data;
- arranging both in-house and external events.
- Managing diaries and making appointments
- Preparing and distributing papers and documents for meetings
- Answering the phone and answering queries

## Contacts

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