

Full name of the formative cycle

Secretarial Course

Competencias que debe desarrollar el alumno

To organize, manage, develop and transmit information from or with destination to executive, professional and management bodies in own language and/or foreign, as well as represent the company and promote cooperation and quality of internal and external relationships, according to targets and internal established rules.

This competition should allow this technician to perform and develop their profession in any department of a company or public or private agency, in offices and professional offices and in the Public Administration. (The secretary functions will vary according to the center for working, the level of management authority and very especially to the nature of the productive activities or services in which this is seconded or have to operate).

Possible companies (to specify the positions to be occupied in every type of company).

The types of businesses where the student can develop these practices, could be:

Private, preferably medium-sized or large companies where there is a specific Secretariat Department, or very different departments (financial, commercial, administration, RR.HH., etc.).

Any organism of the Public administration

Companies that carry out legal or consulting activity (lawyers' offices, tax, labor, accounting, consulting, etc.)

Possible tasks in the workplace

1. Manage the input and output of correspondence (with record, file, etc.)
2. Office Management:
 - a) Preparation of commercial documents which are relevant to the direction (business letters, agreements, contracts, minutes, reports, etc.)
 - b) Creation and management of the database
 - c) Physical file of documents
3. Telephone Management: select the pass of calls to the director, facilitate the calls of the director abroad, etc.
4. The reception and attention, in the first instance, of the visits both of clients and of other people who come to the company.
5. To manage the diary of the director
6. Organization of:
 - a) Events, meetings, etc
National and international trips
7. To realize in some cases, countable documents (invoices, bills of exchange, etc.)
8. Preparation of minutes of meetings

(*) The execution of some tasks such as telephone calls, preparation of the minutes of a meeting, reception, will depend on the level or domain that the student has the language of the country.