

TECHNICIAN IN ADMINISTRATIVE MANAGEMENT

The Student with this degree will have acquired the General Competence to carrying out activities of administration support in the labour, accounting, trade, financial and tax areas, as well as customer/user service, either in public and private companies, applying current legislation and quality protocols, guaranteeing customer satisfaction and acting in accordance with applicable rules on labour risk prevention and environmental protection.

The Technician in Administrative Management works either in large, medium and small enterprises, in any sector of activity, and particularly in the services industry, as well as in the Public Administration, offering administrative support in administrative tasks and management of the aforementioned companies and institutions and attending customers and citizens.

The most relevant occupations or jobs for Technician in Administrative Management

- Administrative assistant Office assistant
- Payment and collections manager Sales clerk
- Personnel assistant
- Administrative assistant in the Public Administration Receptionist
- Customer service clerk Cash clerk
- Means of payment clerk