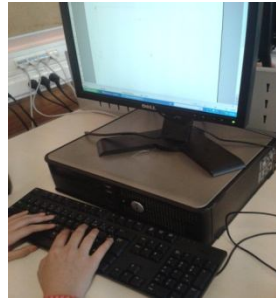
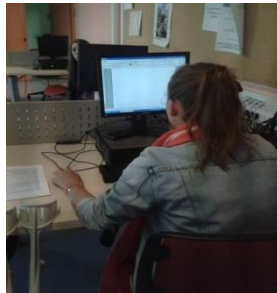




## DISCOVERING MANAGEMENT



### DEFINITION :

**This job consists in handling correspondence, keeping files, doing clerical or accounting work for another person or organization.**

**This person has many administrative duties such as typing letters, answering the phone, doing bookkeeping, making travel arrangements or organizing diaries.**

**The person working in management is called a personal assistant or an administrative assistant.**

**REQUIRED SKILLS : Communicative, methodical, discreet and smiling**