

## **TRAINING IN ADMINISTRATION**

The specific activities and tasks that our students perform are:

- Preparation of administrative documents such as orders, delivery notes, invoices.
- Own actions of the Marketing department as elaboration of catalogs, brochures.
- Recruitment and management of insurance. General and specialized in certain sectors such as agriculture.
- Management of documentation related to subsidies and aids to companies.
- Attention to the public, both face-to-face and telephone.
- Accounting activities and official registration of documents issued and received by the company.
- Management of taxes such as the Value Added Tax and Income Tax of Individuals.
- File management.
- In general, for all previous activities, use of computer tools in the processing of information.

Apart from the specific tasks that the student can learn to do, one of the aspects most valued by companies is the ability to adapt to the work group, their proactive attitude and the challenges presented and their interest in learning.

## **RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE DIPLOMA**

The Higher Technician in Administration and Finance works in large, medium and small companies in any sector of activity, particularly in the service sector and Public Administrations, performing administrative tasks in managing and counselling in employment, commercial, tax and accounting areas of these companies and institutions, providing service and support to customers and citizens, doing paperwork with Public Administrations and managing the archive and communication of the company.

The most relevant occupations or jobs are the following:

- Office administrative.
- Commercial administrative.
- Financial administrative.
- Accounting clerk.
- Logistics administrative.
- Banking and insurance administrative.
- HR administrative.
- Administrative in Public Administration.
- Administrative in legal, accounting, labor, fiscal consultancies or administrative agencies.
- Technician in management of collections.
- Responsible for customer service.