



Administrative management of external relations (suppliers providers...)

Our students'on-the-job training periods traditionally take place in :

Any type organisation integrating administrative activities in its operations :
craftsmanship firms, commercial companies, independ professions, SME (small and medium-sized firms), real estate agencies, local communities administration, national or regional administrations, associations....

Competences taught of the program

Administrative management of staff relations : usual staff management operations, management of one-off operations in relation to staff movement (recruitment, integration, career follow up, training), financial administrative monitoring.

Administrative management of the projects