

BTS¹ Management of the Small and Medium-sized Firms

A skilleful degree



¹ BTS: a two-year post A-level degree

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Your job

As a versatile administrative assistant, he/she is in charge of the monitoring of the administrative, commercial and accounting files of the company. His/her professional skills make him/her a close employee of the company head.

☞ He/she contributes to the management of the relation with the clients and the suppliers of the company: *research and development of the clientele, sale administration, research and selection of the suppliers, monitoring and control of the investments, accounting monitoring of the commercial operations.*

☞ He/she participates to the risk management of the company: *informational monitoring, project management, financial and non-financial risk management, quality control...*

☞ He/she takes part in the HR management: *administrative monitoring of the staff, participation to the HR management (recruitment – training...).*

☞ He helps with the running and development of the company: *IT network, communication, national and international development, activity analysis, monitoring of the dashboards...*

Profile of the assistant

Personal qualities:

Autonomy, responsibility, initiative, organisation, rigor.

Behaviour:

Kindness, conscientiousness, diplomacy, discretion

A promising job

Thanks to his/her versatility, the graduated student can practise many different jobs and be entrusted with high responsibilities.

The administrative assistant can work for different companies:

♦ *arts and crafts;*

♦ *industries;*

♦ *shops;*

♦ *service providers;*

♦ *With experience, skills and qualities, the administrative assistant can be specialised in some departments, create or even take over a company.*

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The admission

Conditions :

Graduated with an A-level degree.

To register :

- ✓ For the French students, register on the website parcoursup.fr.
- ✓ For the foreign students, make an appointment with the deputy head of the school.
(bts@saintemarthe-chavagnes.com)

Scholarship:

Register before the end of May.

Work experiences



The courses

Disciplines	Weekly hours	
	1 st year	2 nd year
French (Culture, reading, writing)	2	2
English	4	3
Economics, Law and Management	5.5	5.5
Managing the relations with the clients and the suppliers of the firms	5	1
Managing the risks of the firms		3,5
Managing the staff and contributing to the management of the HR		3
Helping with the running and development of the firms	4	5
Communication	3	3
Professional workshop	4	3
Second language (Spanish, German) - Optional	2	2

Post-BTS

Vocational degree (1-year study after the BTS):

- ✓ Communication and management of the events;
- ✓ Management of the Human resources;
- ✓ Entrepreneurship ;
- ✓ Etc...