

60250 Heilles
5 à 10 ans d'expérience
Réf : 2501070015

Administrative manager

Ma recherche

Je recherche tout type de contrat, sur toute la région Hauts-de-France, dans le Batiment.

Formations

12/2014 : Bac +3 à Université Val d'Essonne
License AES

12/2011 : Bac à Lycée Ile du Nord
BAC STG Mercatique

Expériences professionnelles

01/2021 - 01/2023 :

Administrative Manager chez Mjs Transport

Coordination and orchestration of the strategic management of disciplinary sanctions and contract termination procedures. Support, guidance, and personalized advice for operational staff on HR issues. Thorough analysis, rigorous verification and detailed evaluation of files to ensure their compliance and relevance. Mastery, management and optimization of professional communication.

08/2017 - 12/2019 :

Health and Prevention Manager chez Intérieure sur Paris

Improvement of regulatory compliance through the management, optimization, and streamlining of optical and dental reimbursements. Anticipation, identification, and proactive resolution of customer needs and complaints to enhance customer satisfaction.

01/2017 - 06/2017 :

Administrative Manager chez Société Générale sur Paris

Optimization, development, and revision of data entry processes to ensure efficiency and accuracy. Professional reception, interaction, and representation with clients.

01/2016 - 02/2017 :

Versatile Back-Office Manager chez Allianz sur La Défense

Management, subscription, and coordination of B2B client contracts in property and casualty, health, prevention, and retirement. Smooth administration of contracts, strategic analysis of client requests, and meticulous coordination with service providers.

Langues

Français (Oral : maternelle / Ecrit : expérimenté), Créole (Oral : notions / Ecrit : débutant), Anglais (Oral : notions / Ecrit : débutant)

Permis B