



Federation for **ED**ucation in **EU**rope  
Fédération Européenne Des Ecoles



# EUROPEAN BACHELOR'S EXECUTIVE ASSISTANT

Workplace changes and budgetary demands are making the role of managers ever more varied and complex. Collaborating closely with management, executive assistants must possess a wide range of skills so as to provide the practical, organisational and administrative support necessary to the successful functioning of the organisation.

As a relay between the company's management and its staff, an executive assistant requires training in human resources, recruitment and logistics, but must also have sound technical, cultural and communication skills.

Executive assistants are hired across all job sectors, enjoying a wide range of career opportunities both in SMEs and large corporate groups. Multilingual posts and those offering a greater level of responsibility are available to candidates possessing appropriate skills and experience.

## ✓ CAREER DESTINATIONS

- Executive Assistant
- HR Management Assistant
- Manager's Assistant
- Project Team Assistant
- Team Assistant
- Sales and Administration Assistant



## KEY SKILLS

- Ensure effective communication by managing information transmission throughout the organisation
- Help manage the administrative, commercial, legal and accounting aspects of an organisation's local and international activities
- Participate in decision-making
- Identify secure procedures and propose solutions
- Participate in recruitment procedures and assist with staff management
- Help with the logistical organisation of projects
- Help organise activities through planning and coordination

Designed by professionals and experts, the European Bachelor's: Executive Assistant is an innovative training programme that focuses on the practical, transversal skills sought by contemporary employers. Students acquire the knowledge and operational skills needed to assume the responsibilities of a successful executive assistant.

# EUROPEAN BACHELOR'S

## Executive Assistant

60 ECTS credits



### Admission requirements

The European Bachelor's: Executive Assistant requires:

- either prior completion of a European Qualifications Framework (EQF) level-5 degree (120 ECTS credits);
- or official validation of equivalent experience (at least one year's recognised sector-relevant experience).

## PROGRAMME CONTENTS

### 1 - Communications and Information Management

This module ensures students:

- can communicate effectively and manage relations with managers;
- can use appropriate modes of communication to build, maintain and activate a network of contacts;
- understand the procedural and legal requirements of document confidentiality and the impact of digitalisation;
- can find information, carry out surveys and use professional software to process the results;
- can analyse accounting and financial data and produce accounting and financial documents;
- can make relevant suggestions for developing an organisation's information system.

### 4 - Professional Experience

A strong point of FEDE European bachelor's degrees is the requirement for students to consolidate their learning and gain a careers head start through hands-on work experience. The aim is to apply the knowledge and skills acquired during the programme and gain professional confidence.

By completing a work placement in their chosen field, students acquire direct knowledge of the sector and all-important experience in their future role. Students also carry out a supervised project. The project requires them to devise and implement a strategy for completing a professional assignment.

Students produce a dissertation or activity report and present their findings orally.

### 2 - Decision-Making and Assignment Management

This module ensures students:

- can identify the problems and needs of an organisation and fix and achieve goals;
- can seek out optimal solutions to technical problems, propose solutions and set a budget;
- can present proposed solutions orally and in writing;
- can help with organising and managing staff recruitment and inform staff of workplace rules and training procedures;
- can take decisions concerning staff absences and holidays and manage cover;
- can optimise expenses, respect a budget and manage the purchasing of office material.

### 5 - European Culture and Citizenship

This unit ensures students:

- have a solid knowledge of the workings, institutions, geography, geopolitics and economics of Europe;
- understand the European model and how it differs from other models in terms of history, regulations, law and culture;
- understand Europe in a broader sense (intercultural aspects, human resources, policies, religions, international trade, taxation etc.);
- have the tools necessary to do business in an EU country;
- understand relevant cultural codes and their impact on interpersonal relations;
- can supervise employees and encourage staff mobility in order to raise their international career prospects.

### 3 - Work Organisation

This module ensures students:

- can analyse work processes and procedures, produce appropriate documents and provide follow-up and editing support;
- understand an organisation's information system and use appropriate IT tools;
- assess the seriousness of conflicts and provide mediation where necessary;
- use appropriate tools for overseeing collaborative work;
- plan events, respond promptly to emergencies, keep the manager's diary up to date and organise his or her business trips;
- analyse a work process, establish appropriate procedures and propose improvements where necessary.

### 6 - Modern European Language

This module ensures students:

- have CEFR level B1 (writing and speaking) in a modern European language;

It results in the awarding of the FEDE Language Certificate; the Certificate is based on the CEFR and is recognised by the IFEF.

For more information:  
<https://www.fede.education/fr/nos-diplomes/>