

ADMINISTRATIVE SERVICES

Administrative services play a crucial role in organizing, managing, and supporting the operations of businesses and institutions, ensuring smooth daily functions and effective coordination

KEY AREAS

Office management, record-keeping, scheduling, and communication coordination

Popular Careers

Data Governance Supervisor,
Virtual office manager,
Digital Workflow Coordinator
Remote Team Operations
Specialist, Sustainability
Compliance Officer

Skills needed

Organizational skills,
communication, attention to
detail, multitasking, and
computer literacy.

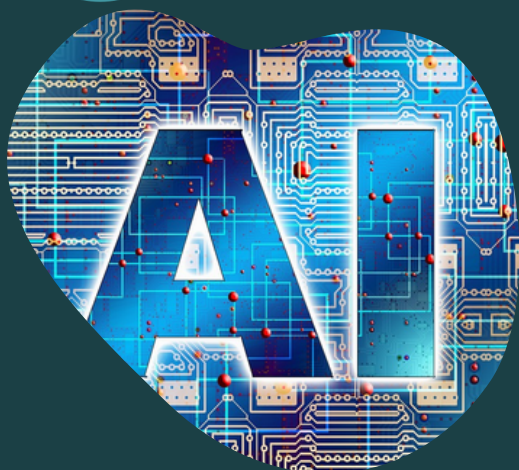
Why it matters

Efficient administrative
services help businesses stay
productive and organized,
which is key to their success.

Future look

As businesses evolve,
demand for tech-savvy and
versatile administrative
professionals continues to
grow, integrating remote
work and digital tools

Data Governance Supervisor



Manages and monitors database softwares and administrative platforms, using AI-based tools and Blockchain systems in order to ensure integrity, compliance, data protection and security of data and administrative information storage.

Working conditions

He/She can work both as an employee and as an external consultant to the public or private organization to support them in data governance.

Tasks

Definition and Implementation of Governance Policies, Data Quality Management, Regulatory Compliance and Data Security Management, Supervision of Data Stewardship Processes, Monitoring and Reporting, Management and Resolution of Data-Related Problems

Skills

Data Management; Data Quality Management; Database Management; Data Governance Tools; Machine Learning e AI; Compliance and Data Security; Data Analysis; Reporting e Dashboarding; Leadership; Problem-Solving; Data-driven decision making.

Education

Degree in Computer Science, Computer Engineering, Management Engineering, Mathematics or Statistics, Economics. Master Degree in Data Science, Business Analytics, Computer Science with specialization in Big Data or Artificial Intelligence.

Opportunities

Retail and eCommerce; Technology and IT, Finance and Banking, Healthcare, Energy and Industrial, Government and Public Sectors

E-commerce Logistics Manager



An Ecommerce Logistics Manager oversees online store's shipping operations. He/she is responsible for ensuring products reach customers on time. They handle inventory management, warehouse organization, and transportation coordination.

Working conditions

The working environment is strongly supported by the use of advanced software for logistics management (WMS, TMS and ERP) and includes visits to the warehouse or logistics facilities for their supervision.

Tasks

Logistics Operations Management; Shipping, Deliveries and Returns Management, Performance Monitoring and Reporting, Technology and Automation Management, Supplier and Carrier Relations, Logistics Team Management, Customer Experience Management, Problem Management

Skills

Supply Chain Management; Warehouse and Shipping Management Software; ERP Systems; Logistics Automation; Analytical Skills; Communication and Relationship Skills; International Logistics Skills; Customer Service and Customer Orientation; E-commerce Platforms

Opportunities

E-commerce companies in both B2B and B2C contexts, Global and Multinational Companies, Logistics and Distribution Sector, Retail and Fashion E-commerce Sector, Start-ups and SMEs

Education

Bachelor's Degree in Management Engineering, Business Administration, Logistics and Supply Chain Management, Commerce and Marketing; Master's Degree in Business Administration, E-commerce or Digital Marketing.