Ten main area of work of a PA

Level		Cyprus	Greece	Slovakia	Total
2	2.1 Basic Office Procedures	6	8	8	22
2	2.2 General Knowledge of office equipment	5	3	5	13
2	2.3 Basic Verbal Business Communication	4	7	6	17
2	2.4 Basic Written Communication	4	6	4	14
2	2.5 Maintenance of established filing system and Basic Business Documentation	4	5	4	13
2	2.6 Handling basic business transactions and payments	5	4	5	14
2	2.7 Organise Business Travel and Accommodation, Organise and support meetings &	6	0	8	14
2	2.8 Demonstrate intermediate knowledge of ICT skills	6	1	5	12
3	3.1 Work within business environment	4	4	4	12
3	3.2 Use Office equipment/ office technology	7	8	4	19
3	3.3 Telephone Handling / Intermediate Communication Skills	8	6	6	20
3	3.4 Preparing Documents/Intermediate Written Communication	3	4	7	14
3	3.5 Development of a filing system for Storing and retrieving information	4	4	7	15
3	3.6 Diary management, planning, organisation and support of meetings	7	0	5	12
3	3.7 Taking care of visitors	5	5	3	13
3	3.8 Demonstrate advanced competence in ICT skills	3	2	2	7
3	3.9 Building Relationships with colleagues/helpers/clients	3	2	3	8
3	3.10 Plan and Run projects	3	3	1	7
3	3.11 Dealing with Administrative HR Issues	0	1	2	3
3	3.12 Dealing with Accounting and Financial Issues	0	1	0	1
3	3.13 Understanding and Applying Mathematical operations	0	1	1	2
3	3.14 Cultural awareness and expression	1	0	0	1
3	3.15 Deal orally or in writing with key work tasks in at least one foreign language	0	2	4	6
4	4.1 Managing Projects	1	1	3	5
4	4.2 Dealing with Human Resource Issues	2	0	0	2
4	4.3 Originating Documents including Proformas	0	0	0	0
4	4.4 Supervising staff	0	0	1	1
4	4.5 Office effectiveness and efficiency	3	3	0	6
4	4.6 Enhancing team dynamics	0	1	3	4
4	4.7 Advanced Communication	0	1	2	3
4	4.8 Communication in at least one foreign language	1	1	1	3
5	5.1 Provide Assistance on a corporate level	1	2	0	3
5	5.2 Leading and Managing staff	0	0	2	2
5	5.3 Involved in innovation and change	0	0	1	1
5	5.4 .Psychology of Leadership	0	0	0	0
5	5.5 Organising events and conferences	0	0	1	1
5	5.6 PA as a Manager	0	1	1	2
5	5.7 Managing a Customer Service & Complaints Process	2	2	2	6
5	5.8 Auditing Legislation & Quality Assurance in the Office	0	0	1	1