



Economic technician

Description

The job of economic technicians may vary depending on the field of work, and their main duties include accounting and financial tasks, insurance and banking related tasks, sales and administration. In their everyday work they prepare business reports, keep documentation, make calculations (taxes, contributions); they carry out financial tasks, i.e., they perform payment operations (incoming and outgoing payments). Also, within their sales tasks they do market research, make analysis and plan marketing activities so as to improve sales; they also plan the sales/purchase activities. They have communication with customers and business partners, and they also work on preparing presentations, promotions, events, etc. They keep the required documentation and carry out general administration tasks to ensure that the company complies with regulations. The economic technicians' main tool is a PC and they work in an office.

Economic technicians need to possess the presentation, organisation, planning, and business communication skills. Communication with customers, partners and co-workers is very important; it is therefore necessary that they are able to express themselves well in their mother tongue, orally and in writing, as well as to speak a foreign (usually English) language. They also need to have PC skills and to be precise, systematic and prompt.

Desirable traits/requirements

- Good knowledge of Serbian as the language of the educated, and fluency in foreign languages
- Good communication skills and approachability
- Good memory and an eye for detail
- Being organised
- Preciseness and accuracy
- Responsibility and reliability
- Being systematic and prompt
- Self-reliance, but also teamwork skills

Positive aspects:

- Economic technicians have different fields of work and opportunities for learning and career advancement. They possess different skills. Their working in an office is another advantage.

Negative aspects:

- Economic technicians spend their working hours at a desk in front of a computer. Doing financial and banking tasks is demanding, considering it requires a high level of preciseness and responsibility. Communication with customers can be demanding as well.

Career path/field of work

To do the economic technician's job, you need to finish a four-year secondary vocational school.

Economic technicians have a very wide field of work: they work in banks, accounting departments of companies active in many different sectors, investment funds, insurance companies, and non-governmental organisations.