

Guillentz François

N° Matricule :

Vendredi 04 Avril 2014 à 10h

Commission d'interrogation :

3 rue des Forgerons

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EPREUVE U21B

BTS ASSISTANT DE GSETION DE PME-PMI

Session 2014

WORK EXPERIENCE REPORT



EON

Zone de l'Europort BP60305

Saint Avold Cedex

no conjunctions

I. Personal presentation

My name is François Guilleutz, I am 25 years old.

~~I am enrolled in the SUP~~

~~The name of my school is Sup formation and is located in Metz.~~

I am currently doing a two-year technical degree ⁱⁿ assistant of management in sandwich course.

~~I choose a formation in a company because adding to the school formation it provides~~ ^{an internship} ~~work~~ ^{for} experience.

I am ^{studying} ~~doing an assistant~~ management study because ^{which} ~~it's~~ a well-balanced formation ~~with a good~~ ^{ies} cover ~~S~~ of all the basic. It also offers ^{many} ~~a lot of~~ future opportunity.

~~At~~ ^{ies} ~~will~~ ^S In the end of my study, ~~shall~~ ^{ies} be able to do the account of a company, ~~the~~ ^S administrative task, I should help with the commercial activity ~~and~~ ^{one} the legal ~~one~~.

~~be able to~~ ^{as well as} ~~activity~~

II. History of the company

The company was created in 1995 ^{with} ~~in~~ the name SNET (Society National Electricity and Thermal) with the opening of the French electricity market to competition.

^e Then in 2004 SNET was purchase ^d by a Spanish electricity producer ENDESA.

^e ~~Eventually~~ ^d received

~~And finally~~ ^a EON gets it in 2008 after buying it from the Spanish.

EON is German company ^a ~~x~~ which produces electricity in all of Europe, and ^{bought} ~~buy~~ SNET to have access to the French market.

SNET possessed ^S ~~four~~ ^S thermal power station, in Provence, Lucy, Hornaing and Emile Huchet in Saint Avoird.

~~So, U~~ ^S Using the four thermal power plant of SNET Eon created EON.FRANCE. Those power plants can produce a total of 3 Giga Watt.

III. Activity

^a EON is worldwide electricity producer, but by working in France, I can only speak of the French part of the company.

verb??

My workplace CODAP (Center of Optimization and Dispatching of the Production) as for purpose to deal with the perimeter of balance of EON.FRANCE. So they need to ^{assure} ~~ensure~~ that the electricity produce by the power plant match the energy consumption of the clients.

To do this the CODAP ^{has} ~~have~~ two services:

GTR (Management of ~~the~~ real time)

They ^{ensure} ~~assure~~ a permanent monitoring of the company perimeter. They can do this by being in contact with the power plant, the French authority ^{ies} and the ~~center of decision~~ ^{headquarters} in Germany.

GTM (Technical management of ~~the~~ measure)

They control and verify the data ~~send~~ ^{sent} by the French authority ^{ies}. They get their own data for the consumption of the client. So they can compare ~~them~~ ^{it} to the one ~~sent~~ ^{it} to them.

They also deal with the data of programs and realizations from the power plant ~~send~~ ⁺ by the GTR. And if the data ~~aren't~~ ^{isn't} the same as the one ~~charged~~ ^{ies}, they dispute the data ~~sent~~ ⁺ by the authority ^{ies}.

IV. Role in the company

I am the assistant manager ^{at} in CODAP.

I take care of the bills ^{received by us} ~~receive~~. I look if it corresponds to the amount ~~asked~~ ^{charged}, then I use the software of company (SAP) to take delivery of the material. And finally I ~~send~~ ^{send} the invoice to the accounts department.

I make order ^s from the need of the entire ^s ~~personal~~ ^{personnel} (Office material, hygiene material...). So I am in touch with our supplier ^s ~~for~~ ^{or} the water fountain, our franking machine or the ~~cleaning of the office~~ ^{office upkeep}.

I am also in charge of the traveling costs of the staff. If the bill matches the traveling ~~paper~~ ^{form}, I send it to the service that ~~do~~ ^{does} the liaison with the transporter company.

I send the mail, mostly the invoice ^s for our client by using our franking machine.

Finally, I follow the budget of the CODAP. If I see abnormality ^{ies} in our expense ^s, I contact the accounts department and ~~see with them~~ ^{look for} the reason behind the problem.

By doing those things, I gain the trust of my coworkers. So we work in a good atmosphere and we stay in contact for matters other than work.

V. Future projects

With the experience I gain from my first work placement and my study ^{ies}, I will attempt to find ~~stable~~ ^{continue with} work. If possible, I would like to have it in my current company. But since it may not be possible, I am starting to look for opportunity ^{ies} in other company ^{ies}.

As I previously ^{stated} ~~said~~, my program is quite large and so I can probably find a lot of different possibility ^{ies}.

| Description of the state of communication | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| Name : Guillentz Surname : François | | Roll number : | | |
| The communication situation | | | | |
| Lived | OUI | X | NON | |
| Observed | OUI | | NON | X |
| Imagined | OUI | | NON | X |
| <input checked="" type="checkbox"/> Reception <input type="checkbox"/> Negotiation | | <input type="checkbox"/> Conflict management <input type="checkbox"/> Organizing an event | | |
| The organization concerned | | | | |
| Name / Industry : My company is EON and is an Electricity producer. | | | | |
| The context of the situation | | | | |
| <p>General framework : Our current <u>franking machine</u> ^{was} is going to be useless in January 2014. Indeed, the ^{post office} Poste will make some change and the letter will need a new mention to be sent. But, this is what the salesman of Pitney Bowes told me, I ^{could not} can't be sure that ^{it was} it's the truth.</p> <p>Place / time (If applicable) : The action ^{took} takes place in CODAP. And it ^{took} takes me 12 hours ^{over} during several days.</p> <p>Technical and communication tools : <ul style="list-style-type: none"> - Search skills ^s - Listening skill ^s </p> | | | | |
| The protagonists | | | | |
| <p>Presentation of the protagonists : My ^{responsible} supervisor, the ^{sales people} commercial of Pitney Bowes and myself.</p> <p>Relations between the protagonists: The ^{sales person} commercial ^{ed} want to sell a new machine to us. He ^{was} is in contact with me and convinces ^d me that it's a necessity to change the <u>franking machine</u>. Then I explain the situation to my <u>responsible</u>. ^{it was} it was</p> | | | | |
| Problems | | Issues | | |
| ^{have} It may be a ^{on} <u>swindle</u> ^{con} ^{needed} I need to find other argument for my <u>responsible</u> | | - Being able to use a <u>franking machine</u> in 2014 | | |
| Solutions | | LE DENOUEMENT | | |
| ^{ed} I look on internet to find evidence about the modification in ^{The post office} La poste. ^d I investigate the new <u>franking machine</u> to find what makes it better than our current one. | | ^{re} After the search, I ^{found} find that the salesman was telling the truth. And that the new machine will ^{save us money} make us some economy ^{on} with the ink. It also has a lot of useful new technique. ^s | | |