

Adaptación de Puestos Laborales a la Modalidad Teletrabajo Mixto [

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text (article)

Analítica

The study analyzes the feasibility and potential of adapting to mixed teleworking for the positions of secretary and legal analyst at the Technical University of Manabi, in order to improve their working conditions and efficiency in their performance. The methodology is based on a Systematic Literature Review of 52 documents and a documentary analysis of 16 labor regulations. The results identify key tasks suitable for remote work and highlight the importance of technical and behavioral skills, such as mastery of computer tools, customer service and teamwork. It also establishes essential relationships in the definitions of telework and reveals epistemological gaps that need to be addressed. It is concluded that the proposal of adaptation to mixed telework for the positions of secretary and legal analyst seeks to improve working conditions and efficiency in the performance of these occupations

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