5 MUST HAVESKILLS OF AN ADMINISTRATIVE OFFICER

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Administrative Officers are essential not just in keeping a team intact, but also in ensuring that an organization does not disintegrate completely. Having officers with strong administrative abilities is essential for ensuring that the organization functions smoothly and efficiently. They are also critical in the project management process and corporate growth undertakings.

Having a firm grasp on the administrative skills listed below will not only enable you to fulfill your duties efficiently and successfully, but it will also assist you in furthering your professional development, making you a more appealing prospect for potential employers.

Administrators need to be proficient in all Microsoft Office products. Many company communications and processes use Word, Excel, PowerPoint, and Outlook. The quantity of knowledge in each software required for a role depends on the position's level. However, an Office Administrator may be required to create new projects, processes, and standards. Overall, Microsoft proficiency is the most significant factor for hiring administrative staff.

Communication is a long-standing requirement for administrative positions. Oral communication for meetings and phone conversations, writing competence for internal and external correspondence, and great listening skills to follow directions are all required.

Along with initiative, the ability to work autonomously is highly valued in business support roles. To be successful in these jobs, candidates must be able to handle and
analyze data, as well as follow instructions efficiently. Support personnel that must rectify errors or struggle to perform duties on schedule may wind up delaying down the complete project.

Database management is a highly needed talent. Of course, the database chosen will rely on the business's programs. Employers need employees that are self-assured and willing to share their knowledge with others. Many would prioritize collecting and managing data via a central data management system.

An administrative officer must have a strong results-oriented mindset. Each support job inside an institution has a set of objectives that must be met at any given time. Unlike some other professions, the success of support functions cannot always be quantified in terms of investment. Employer’s value concrete results, thus administrative employees must be able to deliver output and outcomes to employers.

Reference:
https://www.roberthalf.com.au/blog/jobseekers/7-must-have-administrative-skills-you-need-your-game