A THRIVING ADMINISTRATIVE OFFICER

by:
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The global economic downturn changed many aspects of the workforce, including the administrative profession. No job was exempt from the economic situation.

Administrative work used to be simpler before the crises. Expenditures for training were plentiful, as were opportunities for growth. Administrators had backups, cross-training, and integrated programs. After the crises, people have lost work and took any job offered, even if they were overqualified. Others couldn't afford retirement. Due to salary cuts and reduced hours, many single-income families became dual-income. Development funding vanished, chances dried up, and administrative officers were overworked. And now the economy is healing. Much has changed for the executive assistant and administrative professional, and both must act carefully to flourish in this new working climate.

There's no challenge in saying, "It's fine to just get by," but anyone with talent realizes that true expertise and knowledge goes far the bare minimum. When we live up to expectations, when we go the beyond and, and when we strive persistently to stay competitive, we can achieve success. Thriving is a state of being in which we find fulfillment, development, and possibility.

We should be aware of and understand the numerous changes that have taken place in the workplace to capitalize on them and flourish in our job. One factor that all effective administrative officer should examine is how would they handle themselves to thrive. Keep in mind that your professional life is yours. An administrative officer should begin to shift from a state of "survival" to one of "thriving" by building strategic thinking
abilities, acquiring exceptional presenting skills, developing a corporate identity, and successfully communicating feelings and ideas.

Reference:

https://officedynamics.com/the-future-of-the-administrative-profession/