ENJOYING THE TASK OF AN ADMINISTRATIVE OFFICER

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We always consider the tasks assigned to us as challenging, yet in spite of all the odds, we enjoy it. It maybe routinary at times, like the work of an Administrative Officer in offices and companies – doing administrative and clerical tasks, preparing and editing letters, reports, memos and emails, arranging meetings, appointments and travels but if we are looking at our tasks as an important part of the team’s success, then we will never get tired of doing it.

Look at your tasks as an opportunity. The blessing and beauty of performing these roles is when they give you a chance to work with almost all the personnel in the company and to build relationships with colleagues across teams and departments. In all aspects, they act as a career stepping stone within the organization and beyond.

A good administrative officer is able to solve a range of situations and problem and does not panic when such condition arises. One must be deadline-driven and possesses a high level of organization. He can balance multiple tasks simultaneously and delegates when appropriate. The ability to plan and to think strategically are useful skills that will elevate Administrative Officers in their career.

To continuously value and enjoy his work, an administrative officer must have a sophisticated understanding of both media and other connected duty in his field. Making day-to-day work meaningful is also one of the best way to create a happy and wholesome work environment.
References:

The Leadership Skills of an Effective Administrative Officer
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