Administrative aides or assistants as they are called deliver the secretarial, accounting, clerical, and logistic support that the office needs. These imply the essence of having them around for without these employees the office may slow down its operation or worst may not operate at all.

According to Guthrie Jensen Consultants (2017) the administrative aides and assistant play a critical role for they support the office/school managers, executives and the organization. The assistance they provide was found to be vital for the organization’s capacity to achieve its goals.

Given their essential roles made their work not just “clerical”, “information officers” or “human printers”. On top of the things they can do, there should be leadership and management skill trainings that they must have. This is due to their role as front line staff members that cater the organization’s client first hand. As can be perceived with the above-mentioned responsibilities and role that these personnel have, the administration, the school head, or the manager may consider giving them ample preparation and seminars that they may apply in efficient support of the organization.

Moreover, these employees should develop their emotional intelligence necessary to handle internal and external clients. They should have the patience and the skills to find answers and troubleshoot document problems that are inevitable especially in government offices.
References:
