QUALITIES OF AN EFFECTIVE ADMINISTRATIVE OFFICER

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Some people thought that an Administrative Officer just simply needs to answer a telephone call or greet and entertain an office guest. Honestly speaking, he plays an important role and he is the foundation of any institution, assisting and encouraging each team member to get the job done. He is responsible for organizing schedules, communicating on behalf of the company, maintaining accurate data, and more. He serves as a critical support role.

Considering that he is an integral part of an institutionalized team, we cannot deny that an Administrative Officer needs to showcase and to exhibit the right qualities to become effective and efficient.

a. Adaptive in Technology – to perform his task well, technological skills are necessary. It is deem important to be familiarized with Microsoft Office Software like Excel, Word, Powerpoint, and more. An administrative officer needs to have a thorough understanding of computer software, browsers, and other operating systems in order to perform the job.

b. Organized – not only strong organization skill is needed to keep an administrative officer organized as an employee, but an attitude to maintain accurate data and filing system. This ensures that the team members in the company can easily find what they need without misplacing the items and documents.
Because an administrative officer is a resource for the entire company, he must also be good in time management, strategic planning, detail-oriented, and resourceful. These are the qualities necessary to become a successful administrative officer.

References:

The Leadership Skills of an Effective Administrative Officer
By: Robert L. Katz
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