THE ADMINISTRATIVE ASSISTANT

by:

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Typical in a large organization or institution like the Department of Education is the existence of a support group in its organizational structure. The role of the support group basically is to assist a department head or manager in order for the latter to focus on more demanding tasks and effectively deliver the department’s objectives. One specific designation in this support group that was formed is the position of an Administrative Assistant. Some of the tasks that are performed by an Administrative Assistant include but not limited to record keeping, data and information gathering, handling appointments, preparing reports, interfacing with other departments and does a variety of office jobs that may be assigned by a department head from time to time.

There is no superman or superwoman. No department head can possibly do everything all by himself/herself and therefore the services of an Administrative Assistant is certainly necessary to take charge of some clerical jobs that need not necessarily be performed by a manager.

While the role of an Administrative Assistant is supportive in nature, preferably the person that should occupy this position must be one who is highly qualified being the representative of the department where he/she works for. He/she must have an excellent interpersonal skill and can get along well with people. The job requires somebody to have good communication skills; a college graduate and a civil service passer if employed in the government; must have computer and internet research skills. Of course an amiable personality would be a factor because every now and then an Administrative Assistant always has to deal and coordinate with a lot of people in a nicely manner.