THE CHALLENGING ROLE OF AN ADMINISTRATIVE OFFICER

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Administrative Officers play an important role in any company, institution or business establishment where he/she is assigned. His/her support to the team is vital for the smooth-running of the department. He/she maybe performing simple duties like receiving and directing visitors, fielding telephone calls, word processing creating presentations and filing of data but it contributes a lot to the organization and success of the company, thus, an administrative officer need to enhance himself/herself with necessary skills like being adept in the present technology, verbal and written communication, time management, strategic planning, detail-oriented and being organized in all the task that he/she must fulfill.

Effective administration depends on three basic personal skills which have been focus on technical, human and conceptual. These skills includes being fair and good in all his/her judgment, the ability to make decisions as well as the ability to win respect of others and all the other well-worn phrases any management man/woman could mention. Yet the quest for hiring a competent Administrative Officer has become so intense that many companies in concentrating on specific qualities stand in danger of losing sight of their real concern: what an AO can accomplish.

For the useful approach in selecting an administrative officer, consider not only the innate traits and characteristics but also on how and what they do.
References:

The Leadership Development Skills of an Effective Administrator

By: Robert L. Katz

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