WHAT’S IT LIKE TO BE IN ADMINISTRATIVE CAREER?

by:

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Kids without gadgets, sometimes like to play roles with their toys and imaginative minds. And when they do, they love to pretend as what they want when they grow up—a police, a doctor, a nurse, a teacher or pretend like they are working in the office; picking up a phone, organizing papers or play like a boss. But, growing up, have we realized that in every organization there is one thing that everybody has? And that is an administration office, either it’s a hospital, a school, a mall or just a firm, it has an administration service. But hey, it’s not an easy job as we think!

First of course, how to become one? Although educational requirements for administrative services managers vary by the type of organization and the work they do, they usually have a bachelor's degree and must have related work experience.

Administrative career plays a major role in every organization. Their career is a set of day-to-day activities that are related to financial planning, record keeping and billing, personal, physical distribution and logistics within an organization, according to Wikipedia.

So, what they do is usually plan, direct and coordinates supportive services for an organization. They work full time and some work takes more than 40 hours a week depending on their organization. They are responsible of ensuring that an organization's office duties are completed efficiently and effectively especially of course, the office managers. The role of an office manager is more demanding than other administrative positions, including such skills and qualifications as strong administrative experience, competency in human resources, reporting skills, delegation,
management processes and the ability to communicate with other members of the organization.

So, what do you think?

Well, this is just about half right. I know for sure that their job is more than just compiling files or picking up a phone as what we usually think.

References:

https://en.m.wikipedia.org/wiki/Office_administration