

Administrative Services Managers



Also called: Administrative Assistant, Administrative Coordinator, Business Administrator, Office Manager

What they do:

Plan, direct, or coordinate one or more administrative services of an organization, such as records & information management, mail distribution, facilities planning & maintenance, & other office support services.

On the job, you would:

- Direct or coordinate the supportive services department of a business, agency, or organization.
- Prepare & review operational reports & schedules to ensure accuracy & efficiency.
- Set goals & deadlines for the department.
- Analyze internal processes & recommend & implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.

Knowledge

Clerical

- administrative & clerical procedures & systems

Customer Service

- customer needs assessment
- meeting quality standards

Business

- Business management & principles

Arts & Humanities

- English language

Personality

People interested in this work like activities that include **leading, making decisions, and business.**

They do well at jobs that need:

- **Dependability**
- **Attention to Detail**
- **Integrity**
- **Independence**
- **Cooperation**
- **Initiative**

Wages

\$ 42.45
Per Hour
\$ 88,302
Per Year

Skills

Basic Skills

- talking to others to convey information effectively
- active listening

Social

- changing what is done based on other people's actions
- bringing people together to solve differences

Problem Solving

- noticing a problem & figuring out the best way to solve it

Time Management

- managing one's own time & the time of others

Technology

You might use software like this on the job:

Electronic Mail Software

- Microsoft Outlook
- Novell GroupWise

Accounting Software

- Intuit QuickBooks software
- Sage Peachtree software

Enterprise resource planning

ERP software

- Microsoft Dynamics GP
- Oracle PeopleSoft

Abilities

Verbal Communication

- ability to listen & understand information through spoken words & sentences
- ability to communicate by speaking

Written Communication

- ability to understand information & ideas in writing
- ability to communicate effectively in writing

Ideas & Logic

- notice when problems happen
- make general rules from detailed information

Education



Bachelor's Degree
+ less than 5 years
work experience

Job Outlook

54 Annual
Openings
H3 High Wage,
Skill, Demand
Occupation