

AN ILLUSTRATE DUTIES OF ADMINISTRATIVE STAFF

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Administrative staff are expected to work full time and are employed in government bodies, corporate offices, schools, and legal assistants (40 hours in a week). The duties of an administrative assistant include providing clerical and administrative support to increase productivity and efficiency. The services an administrative clerk offers should be able to guarantee that municipal operations are consistently maintained in an effective and efficient manner. An administrative clerk frequently reports to the lead administrative officer. An admin staff starts their day by listening to their email and email to answer to any missed messages from customers, staff members, or administrators. As administrators arrive, they greet them, deliver their remarks, and go over their schedule with them. Administrative assistants take calls and enter appointments into calendars all day long. In order to take notes and assist administrators with presentation preparation, they also attend meetings with administrators, corporate executives, and clients.

An administrative staff member's duty includes giving support to the department or management, such as routine clerical work, serving as a receptionist, and project-based tasks including presenting a professional business image over the phone and in person. Aside from these, an administrative assistant's responsibilities also include maintaining the hardcopy and electronic filing systems, scheduling and coordinating meetings and conferences, keeping track of weekly schedules, gathering and maintaining PC inventories, assisting staff with project-based work, coordinating and maintaining employee records, buying office supplies, taking and transferring calls, creating and editing documents, and meeting and greeting visitors.

The authority must exhibit excellence in interpersonal skills, team building, communication, computer skills, analytical and problem-solving skills, time management skills, organizational skills, and stress management. The administrative staff member must also have a thorough understanding of office administration and bookkeeping, as well as knowledge of the council's and committee's systems. An admin staff should have the following personal qualities: honesty and dependability; respect; awareness of and sensitivity to cultural differences; flexibility; and the ability to show good work ethics.

References:

<https://www.kibin.com/essay-examples/an-overview-of-the-responsibilities-of-an-administrative-assistant-RVcFsBs1>

<https://www.indeed.com/recruitment/job-description/administrative-assistant>