

# CAREER PATHS

## Administrative Professional Role Grows In Importance

(NAPSA)—As the way companies do business has changed over the years, the role of administrative professionals has expanded dramatically and is more important than ever. Office support is one of the largest segments—18 percent—of the U.S. labor force.

“Today’s administrative professionals are of a higher caliber than the clerical secretaries of yesterday,” said Catherine King, vice president for staffing provider Kelly Services. “Employers are requesting office professionals who can handle larger tasks, have a greater sense of company business and be facilitators of communication among members of an increasingly mobile staff.”

Skills such as desktop publishing, spreadsheet reports, budgeting, customer service, meeting and travel planning and Internet

research are basic to most administrative professionals. Many employers also desire great communication and problem-solving skills and the ability to work in a team environment.

With the increased range of responsibilities, career opportunities for administrative professionals have expanded. Their diverse skills can serve as a springboard into related areas of project management, events planning, marketing and public relations.

“Administrative professionals are among the most adaptable and resourceful employees in any company and the best employers nurture them by offering training and providing a career path,” added King.

The Kelly Career Network matches candidates with open jobs. Visit [www.kellyservices.com/kcn](http://www.kellyservices.com/kcn).

### Secretaries and Administrative Professionals: Then and Now

Then: Average annual secretarial salary in 1951 (in current dollars): \$21,100.

Now: Average annual administrative professional’s salary: \$30,000.

Then: Shorthand skills of 100-120 WPM required in 1946.

Now: Shorthand skills generally not required.

Then: Standard office equipment included photocopier, telephone, manual typewriter, carbon paper and adding machine.

Now: 95 percent of all administrative professionals use personal computers.

Then: Typical secretarial duties in 1946 were typing, filing, taking shorthand, answering phones, sharpening pencils, dusting and making coffee.

Now: Today’s administrative duties include project management, word processing, spreadsheet reports, desktop publishing, presentations, accounting, training, purchasing, meeting and travel planning and Internet research.

Then: Average workweek in 1946 was 48 hours, Monday through Saturday.

Now: Administrative professionals work between 41 and 45 hours weekly.