

Administrative Assistant

EXPLORE.
EDUCATE.
EXPERIENCE.

On a daily basis, I perform administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

online2workforce.com

THESE ARE THINGS I DO ON A DAILY BASIS:

- Use computers for various applications including database and word processing.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create and maintain, and enter information into databases.
- Set up and manage filing systems, record information, update and maintain documents such as attendance records.
- Operate office equipment including computers, fax machines, printers, and phone systems.
- Use various types of computer software and on-line programs.
- Greet visitors, handle their inquiries or direct them to the appropriate persons according to their needs.
- Maintain scheduling and event calendars.

Why is this job a good fit?

It works for me because I enjoy:

- Managing data and other information
- Computers & Electronics
- Clerical Work
- Customer and Personal Services
- Administrative Work

Tools I Use

- Computers
- Electronic Communication Devices
- Digital Devices
- Multi-line Telephone Services
- Multi-function Printers



EXPLORE.

Why I enjoy my job as an Administrative Assistant because:

- I like both structured and unstructured work.
- I enjoy working in office settings where I am in close communication with others.
- I prefer working directly with a management team.
- I like assisting others with scheduling and planning.

IMPORTANT SKILLS AND ABILITIES FOR THIS JOB:

- Active Listening
- Writing
- Reading Comprehension
- Speaking
- Time Management
- Computers
- Telephone Etiquette
- Filing Systems
- Face to Face Discussions
- Attention to Detail
- Information Analysis

Things for you to Consider when applying for my position:

- Have had some on-the-job or volunteer experience within the same type of setting.
- You can expect to do some coordinating, supervising, and training in this type of position.
- Expect to understand the vocabulary of the type of office work it is, legal, medical, etc.



Other Employers may call this position:

- Administrative Associate or Secretary
- Administrative Specialist
- Administrative Technician
- Clerk, Typist
- Staff or Office Assistant

Please check for updates to verify current trends in the workforce by visiting our resources page at www.online2workforce.com

LEARN MORE

Elizabethtown Community and Technical College
600 College Street Rd., Elizabethtown, KY 42701

Our Student Success Coaches are eager to work with you to establish a strong career path. Visit our website at www.online2workforce.com for more information.

EXPERIENCE.



POTENTIAL SALARY RANGES:

\$18,400-\$44,700

\$27,200-\$68,600

\$28,300-\$77,200

\$36,700-\$109,700

Kentucky Job Salary Information taken from careeronestop.org

EDUCATE.

CERTIFICATES

GENERAL BUSINESS | BASIC BUSINESS ADMINISTRATION

ADDITIONAL CERTIFICATE OPTIONS

ADVANCED BUSINESS ADMINISTRATION | MANAGEMENT | LEADERSHIP

Credentials Offered at ECTC

DIPLOMA

ORGANIZATIONAL LEADERSHIP

DEGREE

BUSINESS ADMINISTRATION: MANAGEMENT TRACK | HUMAN RESOURCE MANAGEMENT TRACK

See your Student Success Coach for options depending on what you want to pursue beyond entry-level.



By [Elizabethtown Community & Technical College](http://www.elizabethtown.edu) is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).

Based on a work at <http://online2workforce.com/>.

Permissions beyond the scope of this license may be available at <http://elizabethtown.kctcs.edu/>.

DOL Attribution This workforce solution was funded by a grant awarded by the US Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.