

Where to Look

Current information to help you find your next job

Administrative Assistants

Use the information below to help you in your job search. We've included information that applies to a wide range of administrative and office workers.

WHAT YOU KNOW THAT EMPLOYERS WANT

- **Clerical Skills** — You know administrative and clerical procedures and systems such as word processing, managing files and records, transcription, and designing forms
- **Customer and Personal Service Skills** — You know principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Writing Skills** — You know the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SKILLS YOU HAVE THAT EMPLOYERS VALUE

- **Listening** — Giving full attention to what other people are saying, taking time to understand the points others make, asking questions as appropriate, and not interrupting at inappropriate times
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Time Management** — Managing one's own time and the time of others.
- **Speaking** — Talking to others to convey information effectively.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience

EMPLOYERS THAT ARE HIRING PEOPLE WITH YOUR SKILLS

ADMINISTRATIVE ASSISTANTS, EXECUTIVE SECRETARIES AND GENERAL CLERICAL WORK

- Staffing Companies
- Law Firms
- Engineering Companies
- Large Multi-National Companies
- Educational facilities
- Human Resource Companies
- Schools
- Human Services Departments
- Property Management

EMPLOYERS THAT ARE HIRING PEOPLE WITH YOUR SKILLS – *continued*

INSURANCE CLAIMS CLERKS / MEDICAL CLERKS

- Hospitals, Clinics and Doctor's Offices
- Insurance Companies

RECEPTIONIST / PBX OPERATOR, AND INFORMATION CLERKS

- Hospitals
- Entertainment Arenas

PAYROLL AND TIMEKEEPING CLERKS

- Distribution Centers for Large Retail and Wholesale Companies
- Industrial Construction Contractors / Chemical Companies

ACCOUNTS RECEIVABLES / PAYABLES

- Entertainment Arenas

BOOKKEEPING, FINANCING, AND AUDITING CLERKS

- Finance Companies or Divisions of Companies
- Mortgage Companies
- Foreclosure Companies
- Outsourcing

BANK TELLERS / ACCOUNT REPRESENTATIVES

- Credit Unions
- Banks

CUSTOMER SERVICE REPRESENTATIVES

- Entertainment Arenas
- Utilities & Public Transit

RESERVATION AGENTS / CALL CENTERS

- Call Centers
- Major Collection Firms Including Law Offices Working in Collections
- Reservation Agents

CLERICAL SKILLS with SPANISH SPEAKING ABILITY

- Check Cashing Facilities
- Insurance Companies

ALL POSITIONS IN GOVERNMENT

- Federal Government
- State Government
- City Government
- County Government
- Defense or Government Contractor