

Printed for: Travel agency



Administrative Services Managers

Also called: Administrative Coordinator, Administrative Manager, Administrative Officer, Business Administrator

What they do:

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

On the job, you would:

- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Acquire, distribute and store supplies.

KNOWLEDGE

Business

- customer service
- management

Arts and Humanities

- English language

Engineering and Technology

- computers and electronics

Math and Science

- arithmetic, algebra, geometry, calculus, or statistics

SKILLS

Basic Skills

- listening to others, not interrupting, and asking good questions
- reading work related information

Social

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

Resource Management

- managing your time and the time of other people
- selecting and managing the best workers for a job

ABILITIES

Verbal

- communicate by speaking
- listen and understand what people say

Ideas and Logic

- use rules to solve problems
- make general rules or come up with answers from lots of detailed information

Attention

- do two or more things at the same time
- pay attention to something without being distracted

PERSONALITY

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

They do well at jobs that need:

- **Integrity**
- **Dependability**
- **Self Control**
- **Stress Tolerance**
- **Attention to Detail**
- **Cooperation**

TECHNOLOGY

You might use software like this on the job:

Enterprise resource planning ERP software

- Microsoft Dynamics 🔥
- Oracle PeopleSoft 🔥

Word processing software

- Google Docs 🔥
- Microsoft Word 🔥📈

Data base user interface and query software

- Microsoft Access 🔥
- Yardi software 🔥

EDUCATION



high school diploma/GED or
bachelor's degree
usually needed

JOB OUTLOOK

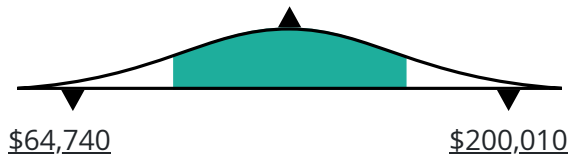


Bright

New job opportunities are **very likely** in the future.

SALARY:

\$108,390



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