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A Career As An Administrative Assistant Can Be Rewarding

If you are considering a career as an administrative assistant, there are many opportunities available for employment in this field. Most businesses and offices require administrative assistants to perform office duties, and the responsibilities of the position are highly variable depending on the company. Administrative assistants earn between 30 and 40 thousand per year, on average, and there is often room for growth in the field. Before seeking work in this field, take some time to explore what the position entails, and whether you need to brush up on any skills in order to be a more qualified candidate.

"Administrative Assistant" is an umbrella term that encompasses many office positions of various levels. The amount of education you have received, and your past work experience, are heavily dependent upon the nature of each position. Often, a high school diploma is enough for a candidate to get a foot in the door, and very experienced candidates can rely on work experience to make up for their lack of degree. Most opportunities, however, require at least certification from a vocational program or an associate's degree. Staying informed with the latest information about [online college degree](#) will speed your success.

Receptionist positions are entry-level jobs that typically don't require more than a high school education. Receptionists are responsible for greeting visitors and answering phones, so it is important that they possess pleasant public manners. Usually, good computer skills and the ability to type are necessary for success.

Clerk positions are also entry-level. These jobs largely consist of office support in the form of filing, data entry, and general typing. Clerks can gain office experience that will qualify them for more advanced administrative positions.

Executive assistants and secretaries are invaluable to most companies, as they support the busy schedules of important company executives. They are responsible for typing letters, composing emails, coordinating travel plans, and performing other administrative tasks to keep the office running smoothly. Executive assistants and secretaries must have excellent computer skills and a good typing speed, as well as relevant education or work experience.

Project assistants are often given more responsibilities, and must provide support to teams of project workers. Their duties sometimes include research and other more in-depth tasks, necessitating a college degree. Accounting assistants provide specialized assistance to a company's financing and accounts department, and therefore may need training or education in accounting. Keeping the value of [colleges](#) in mind, is a good idea when deciding on your path.

In addition to full-time positions, many part-time and temporary administrative jobs can be found through staffing agencies. Office work is often a flexible choice for stay-at-home parents or manageable part-time jobs for students. Staffing agencies will often test for typing speed, proofreading skills, or the ability to construct a professional business letter. There is usually demand for temporary office help, especially when companies experience heavier-than-usual project loads.

It is relatively easy to become qualified for an office position, with all the opportunities for training and [online college degrees](#) available, and many employees find the work to be rewarding. Checking out [eLearners.com](#) is a wise choice for those looking for additional details about becoming administrative assistants.

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