

## PREPARE FOR AN EXCITING CAREER AS AN

# ADMINISTRATIVE ASSISTANT

As an administrative assistant, you'll perform administrative duties that keep offices running smoothly. You will be responsible for handling communications, operating computer applications, managing files, and maintaining records.

### DAY IN THE LIFE



Almost every office requires administrative support to operate on a day-to-day basis. As an administrative assistant, you will work to make sure that all clerical tasks run smoothly so that the business can remain productive. Depending on the industry or department, your responsibilities will vary from organizing calls and meetings to preparing budgets and memos.



You will typically work at a desk in an office setting, often on a phone or computer. Most administrative assistants work 40 hours per week; however, senior and executive positions may require overtime.

# 324,300 JOB OPENINGS PROJECTED EACH YEAR

Source: Bureau of Labor Statistics



### Jobs to Pursue After Earning Your Penn Foster Career Diploma

- ✓ Executive Administrative Assistant
- ✓ Executive Secretary
- ✓ Financial Clerk
- ✓ Legal Assistant
- ✓ Medical Records & Health Information Specialist

#### JOB DESCRIPTIONS OFTEN INCLUDE

- Writing Skills
- Interpersonal Skills
- Organizational Skills
- Decision-making Skills
- Customer Service & Communications

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