

Industry sector at a glance Administration

About

Administrative workers provide support to a company, and all industries have admin needs. Two of the most popular roles are:

Admin Assistant

Tasks include dealing with queries, updating computer records, printing and photocopying items, arranging meetings and taking notes.

Data Entry

Tasks include entering customer information into a database, market research data, or updating patients' medical records.

Roles available

There are many business areas that need administrators, here are just a few:



Accounting



E-commerce



Finance



Marketing



**Business
management**



**Public
administration**



**Healthcare
management**



**And
more...**



What it takes to work in administration

Here are some of the qualities required:



**Excellent
timekeeping**



**Good verbal and
listening skills**



**Strong attention to detail
and IT knowledge**



**Reliable, adaptable, patient
and flexible**

Did you know?



There are over **1 million** people working in public sector admin roles in the UK.

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