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AdminCrossing Witnesses Big Jump in Newly Added Administrative Jobs

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Pasadena, CA — In spite of news of layoffs and a looming economic recession, administrative professionals don't have it as bad as many may think, according to AdminCrossing (www.admincrossing.com).

AdminCrossing, the administrative field's fastest-growing job board, with more than 50,000 administrative jobs, which include secretary, assistant, and receptionist jobs, found that January 2008 brought only about 4,000 new jobs to the admin industry. However, in February January's number was more than quadrupled by the addition of 16,600 new administrative jobs.

Supporting these findings, the U.S. Department of Labor's Bureau of Labor Statistics' *Occupational Outlook Handbook* projects admin to be among the industries with the largest numbers of new jobs between now and 2016.

Secretaries and administrative assistants, in particular, will have the largest number of new admin jobs from now until 2016 — about 362,000.

The number of medical secretary jobs is expected to increase by a whopping 17%; executive secretaries' and administrative assistants' job opportunities should rise 15%; and the number of legal secretary positions is expected to increase by 12%.

The bureau's report also explains that admin professionals are doing less clerical work these days. This means that admin work is quickly becoming more complex, bleeding into the roles of information and communication managers. Consequently, admin professionals are projected to do well in their jobs if they have more extensive knowledge and experience using various software applications.

Contact:

Mary Waldron
AdminCrossing
626-243-1821
maryw@employmentcrossing.com

About AdminCrossing:

AdminCrossing (www.admincrossing.com) is an affiliate of EmploymentCrossing. Established in 2000, EmploymentCrossing is the fastest-growing job website to date. EmploymentCrossing helps job seekers find employment through its 35-plus industry-specific job boards. This job-opening research institution employs more than 500 researchers who specialize in gathering and posting every single job available from online and printed resources.

1.800.680.7345
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