



How to Find an Admin Job that's Right for You

By Anique Gonzalez

Finding the admin job that's right for you means finding a job that is both personally and professionally satisfying. You can accomplish this goal by determining what you like best about your current job, what you expect from your next admin job, and what role your values and beliefs play in your everyday work life.

Just like finding the perfect outfit, the perfect pair of shoes, or the perfect mate, finding the perfect job is a considerable and important undertaking. After all, the right [admin job](#) can provide substantial rewards such as giving you a sense of happiness and satisfaction. But how do you go about finding the [admin job](#) that's right for you? It all starts with assessing what it is your good at and what it is you like to do.

Assess Your Past Admin Jobs

After you have worked in the admin field for several years and have developed a solid skill-set, as well as gained relevant real-world experience, you should make a list of your typical every-day job duties and determine which of those responsibilities you enjoy. Moreover, you should also consider your past employers to determine what areas, companies, or locations you liked best and consider these factors when looking for your next admin job. For instance, if you discover that you are a great problem solver, you will want to pursue a job where trouble-shooting is a primary job function. This applies to your personal life as well. Consider the things that you enjoy in your everyday life that can be applied to your line of work.

Also, try to focus your attention on the present. Instead of simply thinking about what you may like to do in the coming years, you should base future activity on what you like now. Besides, thinking only about your future goals, instead of focusing on what you're doing now, will only make you anxious in your current [admin position](#).

Consider How Personal Values Impact Your Admin Job Satisfaction

If you are dissatisfied with your current admin job, it may be because you are doing something that is not in line with what you value or believe. Your core values impact everything that you do, and they should be relevant even in your career. If

family is important to you, for example, try to find a job that offers flexible working hours and will enable you to pick your kids up from school.

Find out Who You'll be Working with in Your Next Admin Job

Your job isn't only about what you do; it's also about who you work with. As much as you love your admin job, if you don't get along with your co-workers, it will be very difficult to happily go to work every morning. Poor working relationships can make even the most mundane tasks difficult to accomplish, especially if you have to work on team projects. One of the best ways to find a job that fits you well is to look for companies that employ individuals that are just like you: motivated, dedicated, and enthusiastic. After all, your co-workers directly impact your job satisfaction.

Keep an Open Mind When Looking For Admin Jobs

If there are several admin jobs or industries that you are considering, try them out to see which is best for you. You can either work as a temp or join a company as an intern, but either way you will get valuable experience that will help you determine if the job is in fact everything you thought it would be.

Weigh Admin Job Expectations

At the beginning of your career you may decide to take admin jobs that allow you to gain experience, that will enhance your skill-set, or that you feel will help advance your career. However, after a while, you will need to find a balance between what value you believe you can provide the employer and what value the employer can provide you. Working only for monetary purposes with little satisfaction, for example, will not only make you unhappy it will quickly motivate you to find another job.



Admin Career Feature

It is estimated that the average member of the United States workforce will work 2,000 hours every year. So you if you are going to invest so much of your time and energy into one area

of your life, you should spend it doing something that you love.

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