



Administrative Professionals' Salaries and Job Prospects: High Salaries for Administrative Professionals and Increase in Demand for Administrative Professionals in 2008

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The International Association of Administrative Professionals (IAAP) has released various reports and surveys analyzing the administrative profession. Salaries are expected to increase for administrative professionals in 2008. Findings also include the key skills needed for successful administrative professionals and forecasts what the future holds for the administrative field.

Salaries for Administrative Professionals in 2008

IAAP finds that "those [administrative professionals] with industry knowledge and advanced skills are in greatest demand." Salaries for administrative professionals are anticipated to rise by 3.2% in 2008. IAAP breaks down the administrative profession by job type and lists the increase in salaries for each:

- **Human Resource Assistant:** Average salary may increase from \$27,250 to \$37,500—an increase of 5.3%.
- **Receptionist:** Average salary may increase from \$21,250 to \$28,000—an increase of 3.1%.
- **Data Entry Specialist:** Average salary may increase from \$21,500 to 26,750—an increase of 2.7%.

IAAP highlights the importance of certification. Employers are seeking administrative professionals with specific expertise. Employers are willing to pay 7% more for those who are certified.

Administrative Professionals Need Advanced Skills to Excel in the Job Market

The Education & Professional Development Department of IAAP has recently reported that administrative professionals need to have advanced skills in order to be competitive in the job market. Advanced skills are also necessary for job security and pay raises.

Administrative professionals are now expected to perform some, or all, of the following functions:

- Project manager
- Web site maintainer
- Desktop publisher
- Team leader dealing with virtual members
- Online purchaser
- Meeting planner
- Trainer

The days of filing, copying, and faxing are long gone. [Administrative professionals](#) are now taking on various and ever-growing roles.

New careers in the administrative field will be opening up as well due to the need of experienced and expert administrative professionals. Expect to see [administrative positions](#) such as:

- Secretarial/clerical recruiter for placement agencies
- Newsletter editor
- Multimedia librarian
- Video and/or Web conferencing coordinator
- Training for administrative support staff

Conclusion

Administrative professionals should expect to see an increase in salary in 2008. However, administrative professionals must be able to enhance their current skills and learn new skills in order to remain competitive. The administrative profession as



Admin Career Feature

a whole may see expanded responsibilities and increased job duties as business and technology expand.

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