

A career in administrative services management

[Business](#)



number: Option selected: Option A Career in Administrative Services

Management Introduction Administrative service management is a career that entails planning, co-coordinating and controlling more than one administrative operation in an organization. This involves varied activities like office support, mailing, record keeping, information distribution and personnel management. In this respect, this research assignment will argue on behalf of my career path, discussing the benefits of the career to me as an individual both to my personal and also to my professional life.

Consequently, the strengths, experiences, and skills that I bring to the profession hence making it logic for me will be delineated. The disadvantages of administrative services management as a career path will also be discussed and ways in which I can counter these difficulties exemplified (Occupational Outlook Handbook, 2010). Benefits of the Career To begin with, as an administrative services manager, this career enables me to interact with varied individuals hence enhancing my interpersonal relationship skills with other individuals. As described in the job description of an administrative services manager, I am in control of more than one activities hence evidencing that I interact with diverse people. Human relations are not free of conflict and by interacting with diversified individuals in various sectors, this career path with enhance my interpersonal relationship skills and also aid in my conflict resolution strategies. This will not only benefit my professional relationship with my colleagues but will also enhance my personal life. This therefore emulates that a career path as an administrative services manager is beneficial to not only my personal life but also to my professional life (Administrative services managers, 2004). In addition, a career path as an administrative services manager enhances my <https://assignbuster.com/a-career-in-administrative-services-management/>

ability to set goals both as pertains to my profession and to my personal life. Bearing in mind that my career path involves dealing with more than one service activity in an organization, I am required to set goals upon which evaluation and appraisal of employees will be conducted. This means that I have to be competent in making SMART objectives. The goals I set should be Specific, Measurable, Attainable, Realistic and Time bound. This benefits my personal life since I am able to translate this especially as pertains to deadlines that I am expected to meet within a short period of time. It is therefore paramount to avow that a career path as an administrative services manager will benefit me by enabling me to make SMART objectives and meet set deadlines (Occupational Outlook Handbook, 2010). Strengths, Experience, Skills, or Aptitude You Bring To It That Make It a Logical Choice for You Knowledge in a particular field determines that success of an individual in that particular path. Having pursued academic excellence in business, I have acquired diversified knowledge that will enable me to function competently as an administrative services manager. Firstly, administration is taught in business courses hence I will have adequate knowledge on how to become a competent administrator. Also, human resource management is also taught in management, enhancing my ability to deal with the human resource as an administrative services manager. Consequently, marketing is a concept covered in business which determines that revenue a business gets from sale of products and services. I have gathered knowledge as pertains to strategic marketing, and marketing models like SWOT (Strength, Weaknesses, Opportunities, and Threats) analysis, and TQM (Total Quality Management). This illustrates that I am not pursuing a career path as an administrative services manager blindly, since I

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have additional knowledge in business concepts that will aid in my feasibility into the career as an administrative services manager (United States Department of Labor, 2002). Skills that I bring into my career path as an administrative services manager making it logic for me is in my bestowed personal characteristics that are required for an individual to survive in the profession. Firstly, I am an individual who has good communication skills: oral, and written. A career as an administrative services manager entails communication both with the top level managers, subordinates and also to external parties to the organization. This means that my competency in communication skills makes my position as an administrative services manager a viable place to exploit my skills. Ability to reason is another skill that I bring to the profession hence making my career path as administrative services manager logic. Having the ability to be a good listener and taking keen of the non verbal responses by employees' aids in decision making. Consequently, it is only through active listening that a manager is able to come up with both deductive and inductive reasoning hence able to unify the diversified concepts in the organization. This means that by incorporating my communication, listening, and reasoning skills into my career path, this makes my choice to become an administrative services manager a logic decision for me (Occupational Outlook Handbook, 2010). Disadvantage of the Career Path You've Chosen and the Ways in Which You Can Address That Disadvantage Work stress and pressure is the only disadvantage of my career path as an administrative services manager. This is since this is a job that needs the coordination of more than one activities in the organization to translate to a unified whole. This means that failure in coordination and networking of activities and the human personnel is not tolerated. Moreover, <https://assignbuster.com/a-career-in-administrative-services-management/>

the scope of this job means that I have to be able to meet set deadlines that determine the success of the organization. Also, stress will be garnered from the diversified individuals that I have to coordinate and supervise at the same time. In conjunction, work stress will result from minimum supervision from my superiors meaning that I have to be in control of the work that is within my jurisdiction. However, to counter work stress and job exhaustion, I need to learn how to plan my activities in the order of priorities. Through planning, I will be in a position to accomplish the most urgent activities first then the necessary activities later. Also, I can counter work stress by enhancing the collaboration and teamwork within my staff leading to division of labor and thus limiting work exhaustion due to poor work division (Kuther, & Morgan, 2009). Conclusion A career path as an administrative services manager is both a reputable and challenging. It is challenging as pertains to the responsibilities that the career commands since it entails the networking and coordination of more than one management activities. Also it needs collaboration, team work, networking and smooth flow of information for it to be successful. However, despite that challenges which can adequately be addressed through proper planning, it is a profession that can develop the administrative and managerial skills of an individual. It has been documented that the profession bestows an individual with decision making, communication, independence, and enhances the interpersonal relationships of an individual. With reference to; communication and listening skills; and the business knowledge that will aid me in my pursuit of this career path as an administrative services manager, I am contented that it is a logic career path choice. References Administrative services managers. (2004).

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