

What does it mean to be an ADMINISTRATIVE ASSISTANT?

When you are an administrative assistant you help your team with time-consuming tasks that prevent them from being efficient.

- You will have to arrange meetings, send perfectly written e-mails and be really clear on the phone.
- The biggest part of the job is organization. You will have to know what your team is working on to keep their files up-to-date and tidy.
- Moreover, you might have to make some researches for your chief and then make a report about the information you've been asked to find.

The Key Facts

- Being an administrative assistant means that you help people do their job. You will then have to do several tasks at the same time and keep track of them all.
- You might have to respond to more than one person's expectations and be available for a team.
- The average monthly salary in Cambodia is around 500-550 USD. The salary and responsibilities will change if you have a promotion, it means if you progress in the company.
- The job changes a lot depending on the company you work for (schools, law firms...).

Training

You'll have to study for two years and obtain a Business Administration degree if you want to pursue this career.

It is also important to speak English and Khmer in order to find a good job ; being able to use Microsoft is absolutely necessary.

What does this job involve?

If you are an administrative officer you will also have to keep track of the supplies and the inventory control. It means that you have to know how much sheets of paper you have in the office to be able to buy some more if necessary.

Sometimes you might have to work at the reception. So you will have to tell other employees and customers where is your boss for example, where to wait and answer their questions about the company.

Organization

Being organized is key, you can't forget what you're working on and get mixed-up. You will have to do more than one thing at a time so keep them all in mind.

Professionalism

You will have to present yourself well, always be on time and respect different deadlines. In short you will have to be really committed to your work.

Problem Solving

When there is a problem, you have to know what to do and react very

quickly. You have to adapt to new situations and still be efficient.

Communication

You will have to express yourself very well, always be clear and concise, when you speak and when you write. You also have to understand people's needs.



The Disadvantages

- ◆ Sometimes your chief might want you to do a perfect work but not show you the respect that you deserve.
- ◆ It is an office work so if you like being outside it is not for you.
- ◆ Some people might find it boring because you have a lot of little tasks and not one big project to do.



The Advantages

- ◆ It is a safe job as you work in very good conditions.
- ◆ The salary is regular. You will have the same one each month.
- ◆ The hours are regular as well and you will have a lot of free time for you friends and family after work and on the weekends.
- ◆ The studies for this job are not too long (2 years).
- ◆ You can work as an administrative assistant in a lot of different companies and fields of work.