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CertHE skills for the workplace

Academic and employability skills
Module code
BMSW4001

Presentation

[BMSW4001 ACE JUNE 2021 Task 1 Term1 \(Individual Presentation\)- GROUP 7
\(WEEKEND\) Turnitin Assignment 2](#)

What is an administrator

- An Administrator provides office support to either an individual or team and is vital for the smooth-running of a business. Their duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Additionally, administrators are often responsible for office projects and tasks, as well as overseeing the work of junior admin staff.

Administrator job description

- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries
- Taking minutes
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Data entry (sales figures, property listings etc.)
- General office management such as ordering stationary
- Organising travel and accommodation for staff and customers
- Arranging both internal and external events
- Possibly maintaining the company social media accounts
- Providing administration support to Sales Reps, Property Managers and Senior Management



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Qualifications to become an administrator

- Digital skills
- Reference skills
- Techniques
- Respect for others and their beliefs



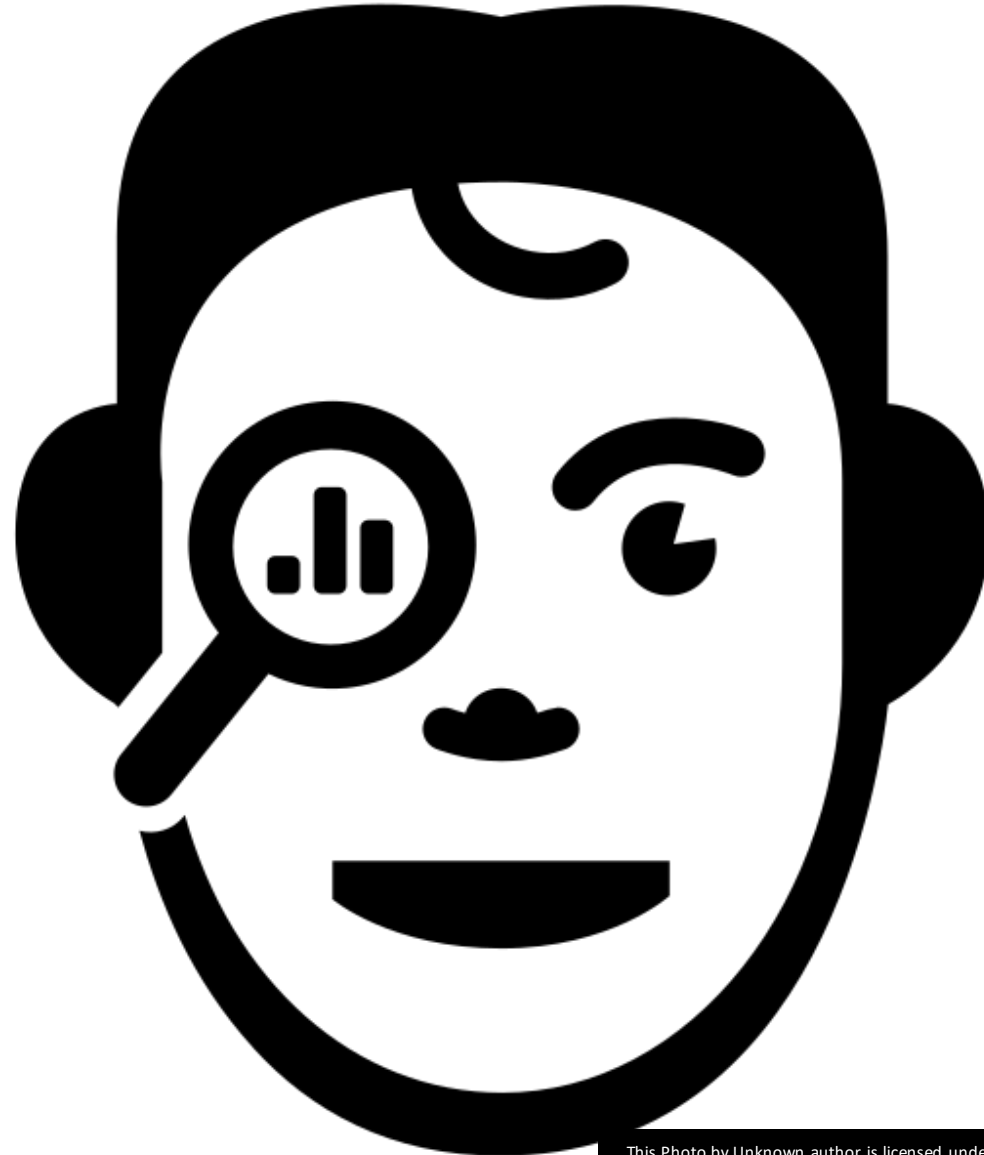
Employment expected skills

- Computer literate
- Organized
- Good communication skills
- Objective
- Team player



Self-swot analysis

- Strength
- Punctual
- Good communication skills
- Weakness lack of experience and qualifications
- Opportunity
- I learn and work in a multi-culture environment
- Treat
- Technology



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References

- What is an administrator
- www.roberthalf.com.au/employers
- Qualifications
- www.reed.co.uk/
- Administrative assistant duties and responsibilities
- www.dhunaycorps.co.uk/

