

Administrative Services Managers

11-3012.00



Description: Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, and other office support services.

Other Resources:

[ONET Link](#)

[MyNextMove Link](#)

Sample of Reported Job Titles: Administrative Coordinator, Administrative Director, Administrative Manager

Job Zone

Title: 3 - Medium Preparation Needed

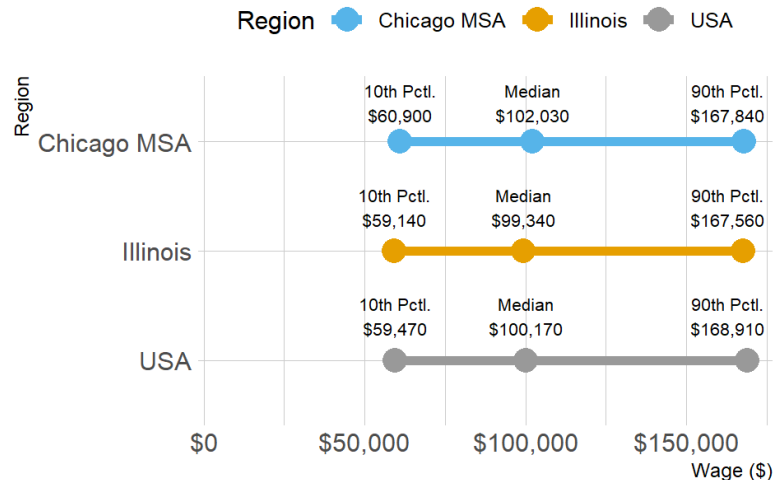
Education: Require training in vocational schools, related on-the-job experience, or an associate's degree.

Experience: Previous work-related skill, knowledge, or experience is required.

Training: One or two years of training involving both on-the-job experience and informal training with experienced workers needed. A recognized apprenticeship program may be associated with these occupations.

Hot Technologies: Adobe Systems Adobe Acrobat, ADP Workforce Now, Atlassian JIRA, Autodesk AutoCAD, Database software, Google Docs, Google Drive, IBM Notes

Region	Employment	Location Quotient	Median Wage
Chicago MSA	11,700	1.73	\$102,030
Illinois	14,460	1.61	\$99,340
USA	224,620	—	\$100,170



Top 5 Core Tasks According to Current Job Holders

Importance
Frequency (out of 100)

Set goals and deadlines for the department.

Daily

74

Prepare and review operational reports and schedules to ensure accuracy and efficiency.

Daily

74

Acquire, distribute and store supplies.

Daily

68

Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.

More than
yearly

67

Conduct classes to teach procedures to staff.

More than
yearly

64