

Gresham Employment Center Looks at Rapidly Changing Profession for Admin Professionals? Day

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GRESHAM, Ore. ? On Administrative Professionals? Day 2019, Express Employment Professionals, a leading Gresham employment center, released a closer look at the modern administrative professional.

With technology transforming the way America?s offices operate and the advent of smart phones, administrative professionals have felt some of the most disruptive changes of any profession. Basic needs like typing, organizing and scheduling are no longer enough to fill the job description of one position. The most menial tasks are automated as technology streamlines once time-consuming processes. The result: administrative professionals are being called to take on coordination of more complex tasks, changing the skill sets that employers seek.

According to the Bureau of Labor Statistics, more than half a million Americans work in administrative professional jobs, with annual earnings averaging more than $61,000. The greatest number work in colleges, universities and professional schools, while the financial services industry has the greatest concentration of

professionals in executive support roles. Changes in this profession affect a significant portion of the workforce, meaning workers? adaptability will affect the broader economy.

Based on industry research and insights from Express experts, the six top skills needed for the modern administrative professional include:

-Business acumen

-People management

-Problem solving

-Strategic thinking

-Project and event planning

-Technology proficiency

Despite major changes to the administrative support profession, Express experts agreed that these employees remain crucial to a company?s success.

?Today?s workplaces look vastly different from those 20 years ago, and the workplaces a decade or two from now will have changed dramatically, too,? said Bill Stoller, CEO of Express. ?But there are skills that Alexa?or any ?smart? device will never replace and that will always be in demand, regardless of the changes we experience. Professionals who can foresee challenges and think critically are essential to businesses? success, and as the administrative professional?s skillset evolves even more, he or she will be seen less as an ?assistant? and more as a partner.?

The center for Gresham full time jobs is located at 120 NW Burnside Rd, Gresham, OR 97030 and serves the Fairview, Damascus, Portland, Sandy, Hood River, Troutdale, Gresham and Corbett areas. Local businesses and applicants are encouraged to stop by, visit www.expresspros.com/GreshamOR or call (503) 492-3200.
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Express Employment Professionals - Gresham, OR

The vision of Express Employment Professionals is to help people find jobs and help businesses find the people and human resource services they need.

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