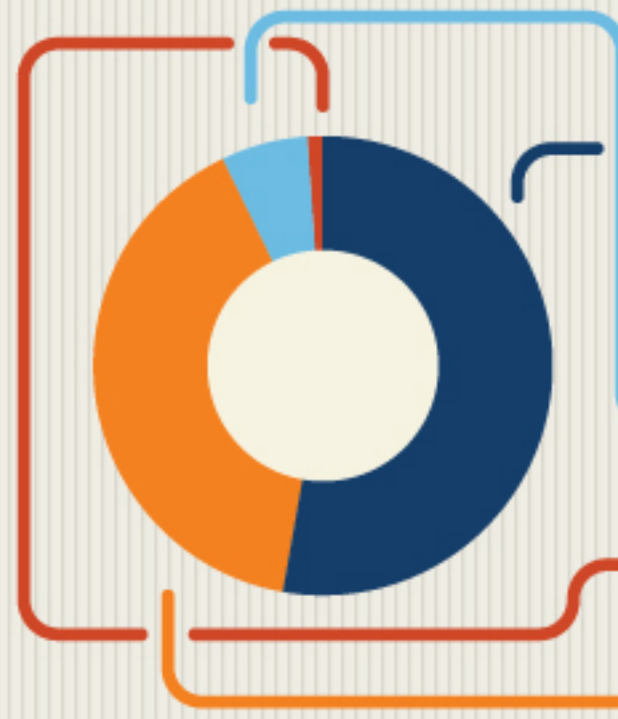


Evolving Job Descriptions and Titles

The roles of administrative professionals continue to change and expand. OfficeTeam and the International Association of Administrative Professionals® (IAAP®) surveyed more than 2,200 administrative professionals to find out how accurately their job descriptions, titles and salaries match what they're doing at work.

How important is it to have a job title that accurately reflects your job duties and responsibilities?

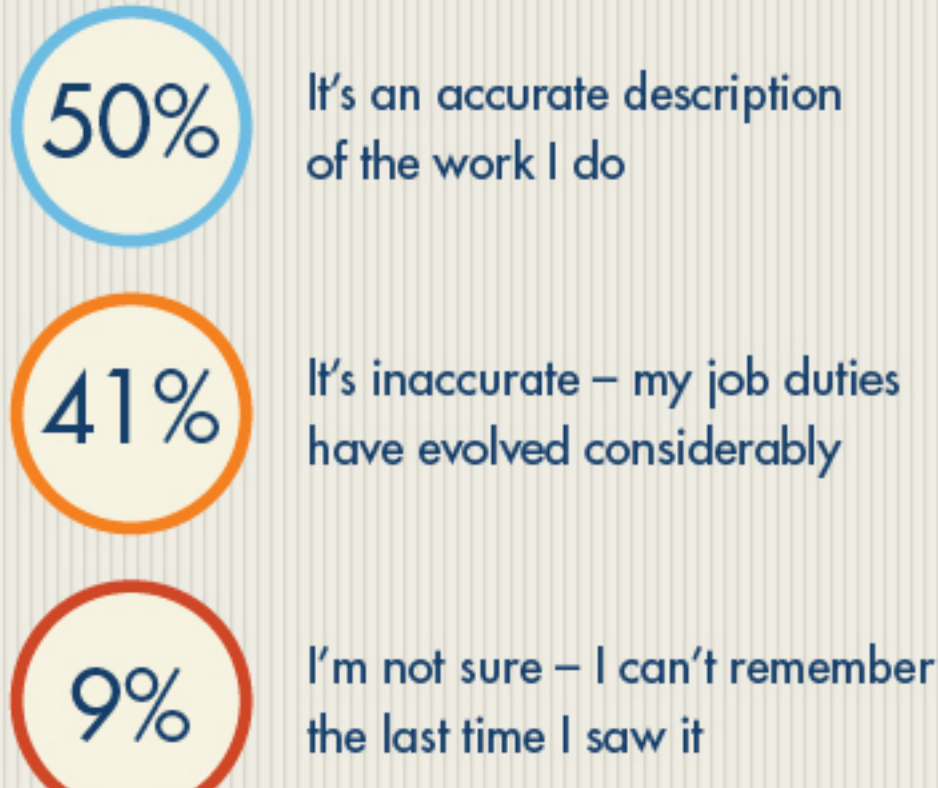


Unique Administrative Job Titles

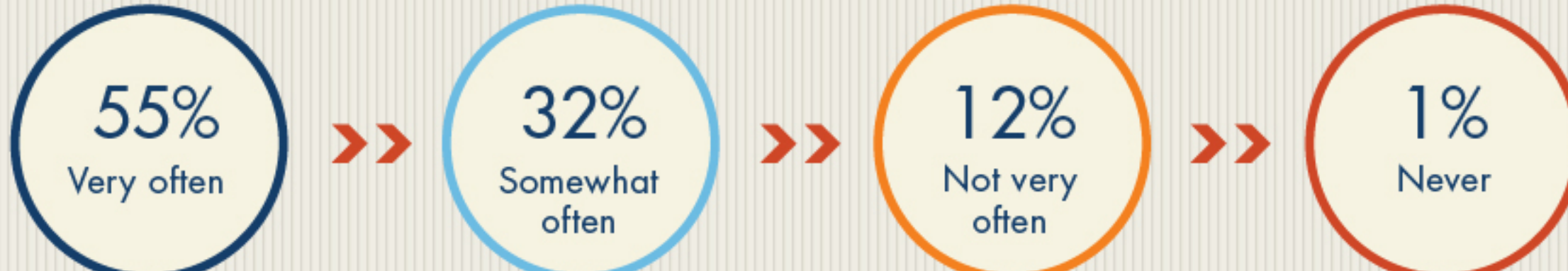
Some emerging job titles show the growing influence of support staff in the office



How accurate do you think your job description is?



How often do you help with something that's outside of your job description?



Most Unusual Requests Received at Work

Support staff are often taking on more than standard administrative tasks

// Organize a hula-hoop competition for executive staff //

// 'Find' the missing toolbar at the bottom of someone's laptop screen //

// Help land a helicopter on top of the building //

// Get a snake out of the women's bathroom //

// Translate a presentation slide deck from German to English //

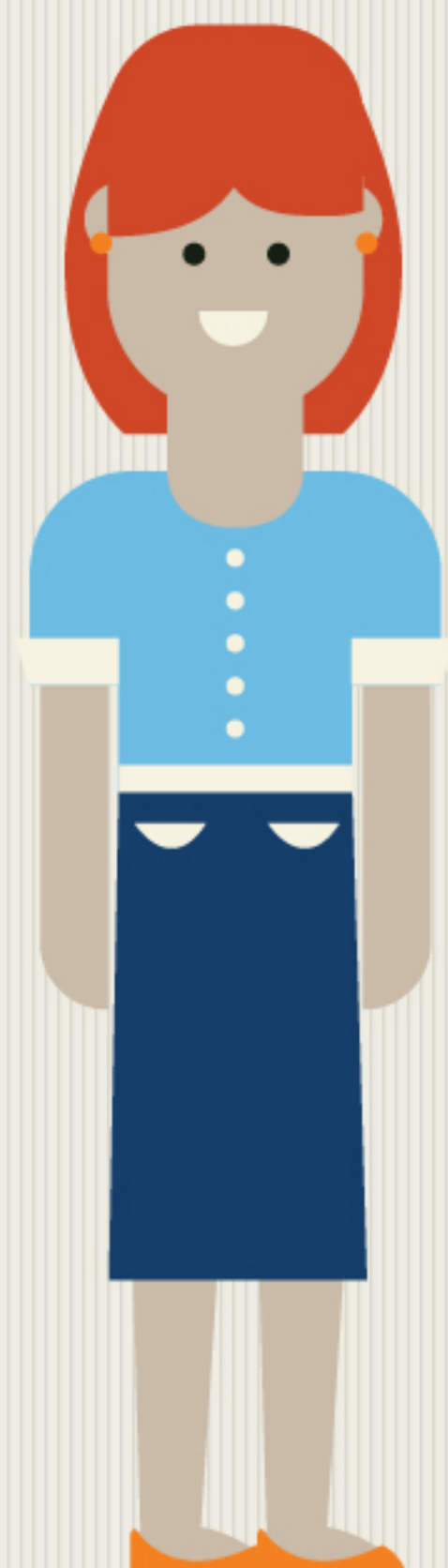
// Purchase and assemble Christmas trees in seven office locations //

// Take care of the office's pet snails //

// Call airport security to locate a lost shoe //

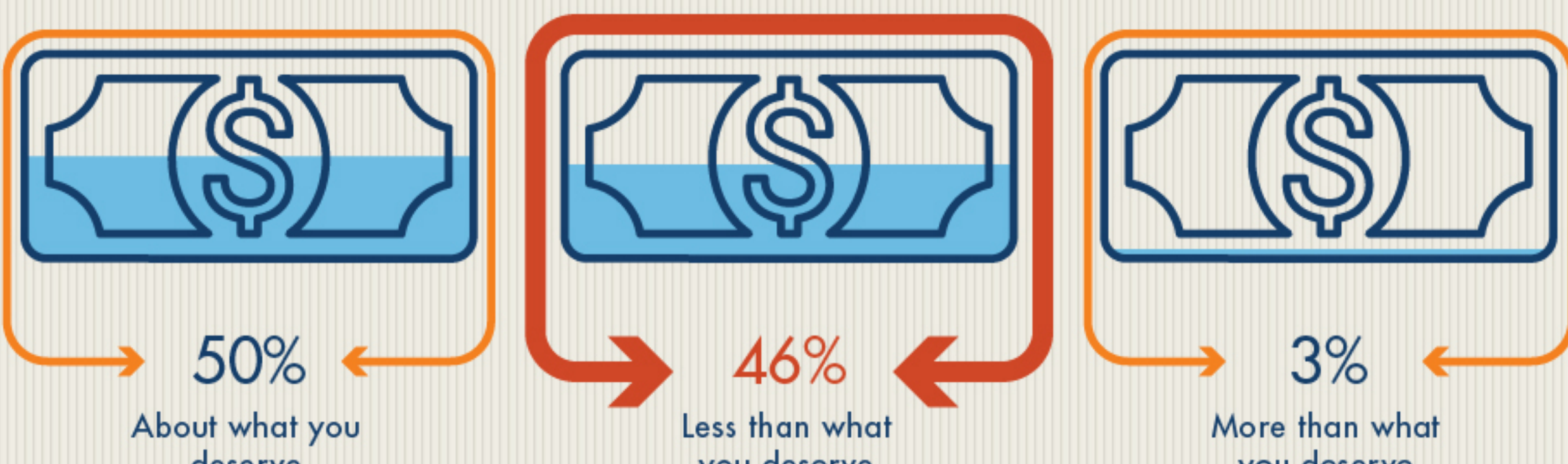
// Write a skit about hand-washing //

// Get a visa to India in two hours //



How do you feel you're being paid in your current job?

In many cases, the salaries for administrative professionals aren't adding up



OFFICE OF THE FUTURE®

Evolving workplace trends impacting administrative professionals



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