Administration and Office Work

Administration is a huge field that exists in every industry and basically involves putting the organisation into organisations! From the arts administrators who ensure that theatres and performance venues run to plan, to executive assistants, who support the CEOs of the largest organisations, administrators are essential.

Variation in roles is substantial – some are highly complex and business-minded (such as company secretary), some are centred around communication and flexibility (such as personal assistant or PA roles) and some rely on attention to detail and logical approaches (such as administration roles which focus on data or finance).

In Reading, there are a large number of administrative vacancies year-round, thanks to the large number of businesses which have offices here in the Thames Valley region. However, administration is a global field, and with the potential to work in many different kinds of organisation.

Key Resources

National Careers Service
A useful list of different roles within this job family, from arts administrator to school business managers

Prospects
Official UK graduate advice site

Institute of Administrative Management
Professional body with further qualifications and professional development

Institute of Chartered Secretaries and Administrators
Enables qualification as a chartered secretary which opens the door to more influential roles, such as company secretary or chief executive

Reed, Office Angels
Are some of the many recruitment agencies offer temporary administrative roles, which can help to build up experience through part time or seasonal work

Office Recruit
Jobs board for administrative, PA and secretarial jobs

Executive PA
News, advice and information for personal assistants

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