* An applicant for the position of Office Administration must have a 10+2 degree.
* To be an Office Administration an applicant must have earned a bachelor's degree in the relevant area along with the diploma in Office Administration.
* This short-term on training can cover information about your industry's specific administrative procedures.
* Join a networking club or organization to is building a strong network of colleagues
* **Skills needed for Office Admin Jobs:**
* Microsoft Office Suite
* Excellent Customer Service
* MS Office
* Excellent Communication
* Attention To Detail
* Outlook
* VERBAL Communication
* Written Communication
* Enrol in a business administration program to increase career prospects. Most programs offer coursework that covers the fundamentals of business, such as:
* Human Resources.
* Marketing.
* Accounting and budgeting.
* Business communications.
* Office management principals.
* Event coordination.
* Certification programs can help candidates gain the skills necessary to perform the duties of an office administrator.