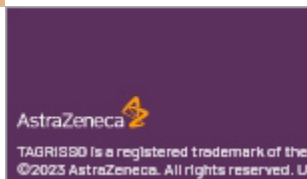




Got an idea for a holiday?

X Administrative Professionals Day

TODAY, IT IS ESTIMATED THAT THERE ARE 22 MILLION



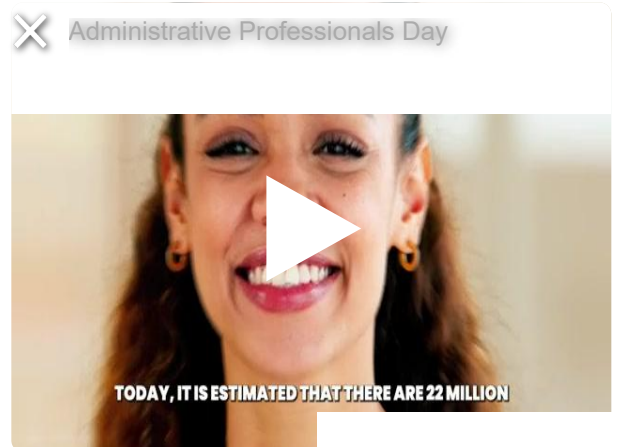


Administrative Professionals Day

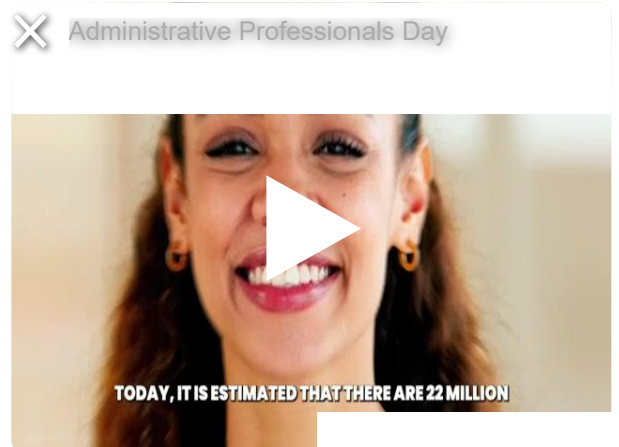


HISTORY OF ADMINISTRATIVE PROFESSIONALS DAY

During World War II there was a shortage of people with the skills of an administrative professional. This was due to the birth rate decline from the Depression era and

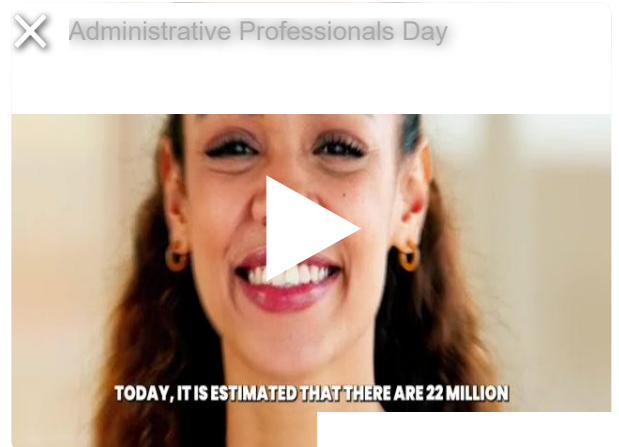


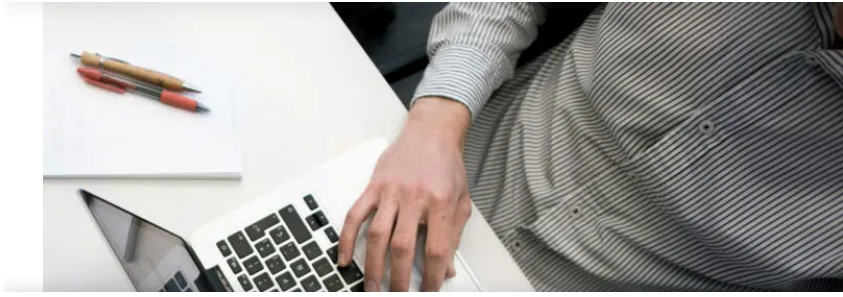
International Association of Administrative Professionals defines administrative professionals as individuals who are responsible for administrative tasks and coordinate information in order to support an office environment, and who are dedicated to furthering their growth in their chosen profession. Administration includes a wide variety of duties including office management, answering the phone, clerical work



have some training in the specific field, as they need to have an understanding of the different work and clients they will be logging and speaking to.

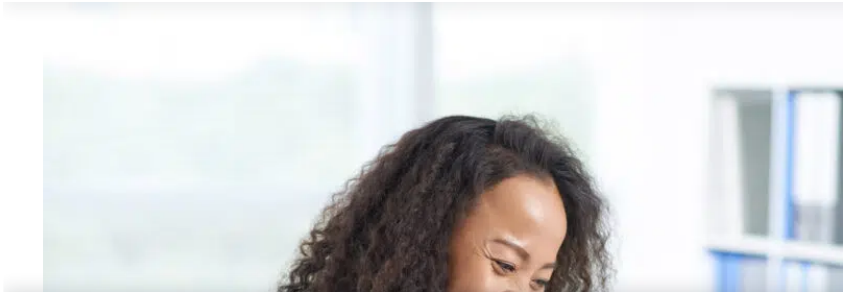
The general job duties of an administrative assistant include bookkeeping, planning and scheduling, and documentation. Assistants are usually put in charge of monitoring





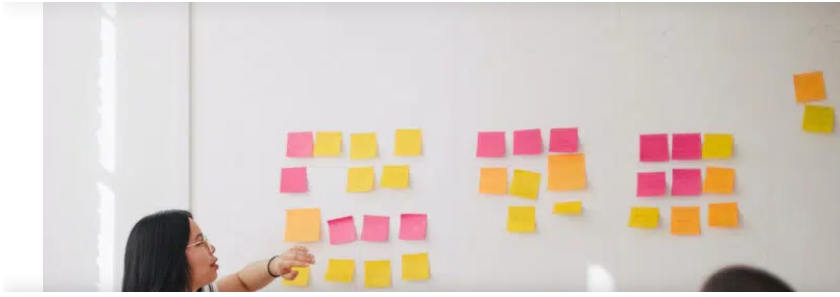
X Administrative Professionals Day





Administrative Professionals Day

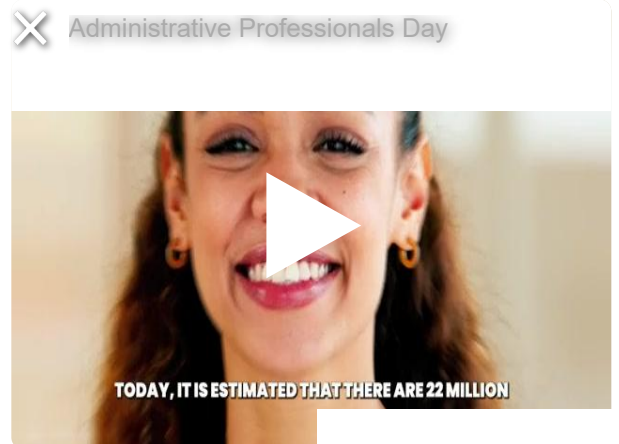




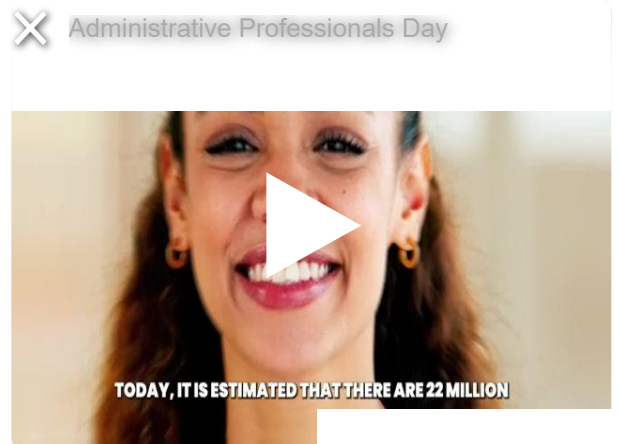
Administrative Professionals Day



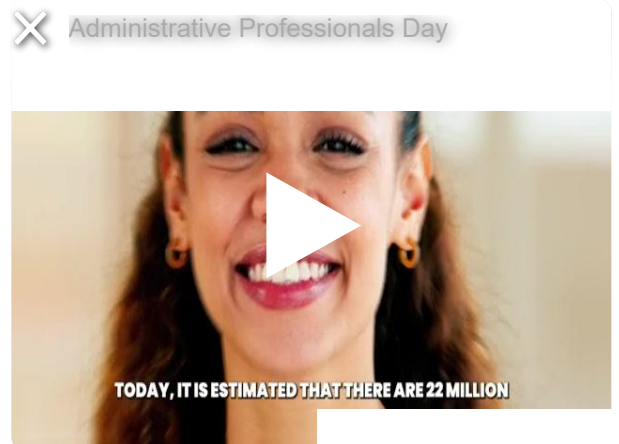
include answering visitors' inquiries about a company and its products, directing visitors to their destinations, sorting and handing out mail, filing, setting appointments, data entry, and performing various other office tasks. In some offices, receptionists even serve tea and coffee to guests and keep the lobby tidy. Sometimes receptionists even assume the role of a security guard by verifying employee identification, issuing visitor



administrative workforce. They also function as the go-to person for communication with building landlords, vendors, and other contract partners, as well as provide guidance on operating methods. They're responsible for administrative departments' budgets and hiring.



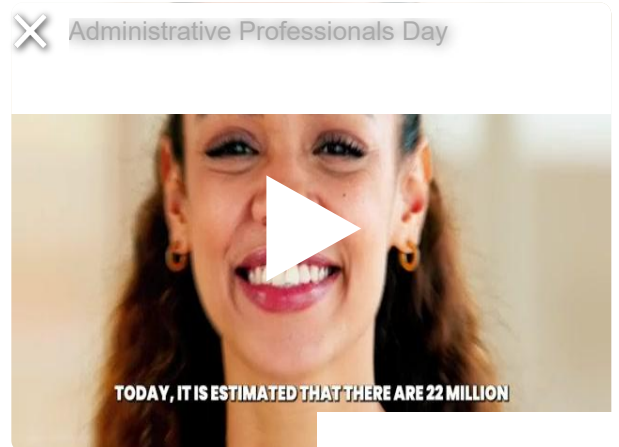
Legal – An administrative professional operating within the legal field is expected to have an understanding of law practices. Therefore it's a basic requirement for legal administrative professionals to have a certificate or associate's degree in criminal justice, law, or paralegal studies.

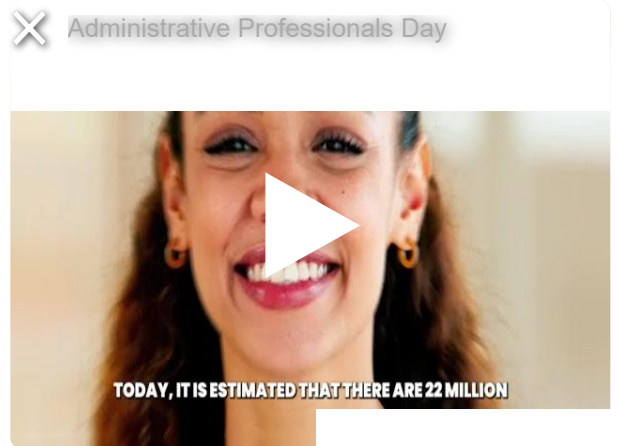


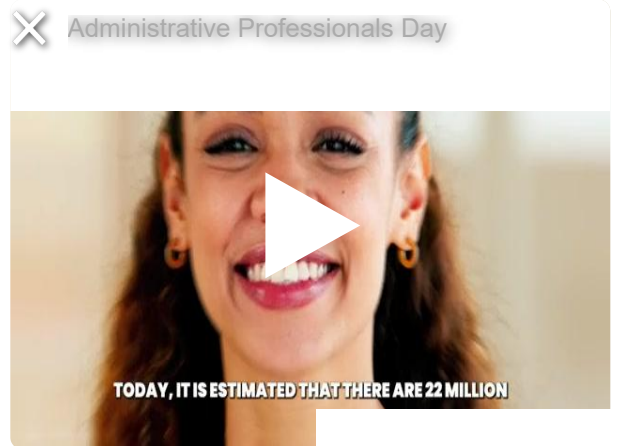
professionals but not all administrative professionals are receptionists. Get it?

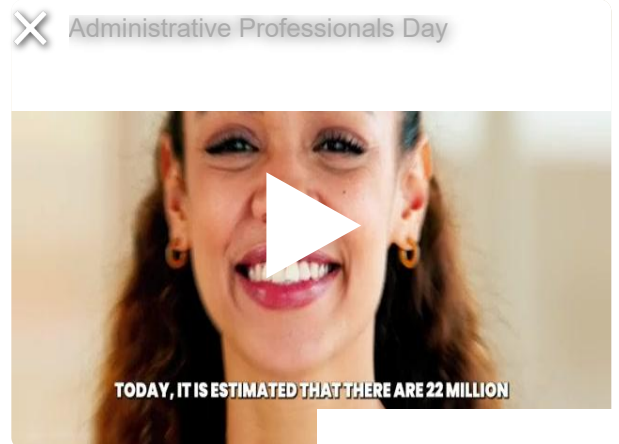
Administrative Professionals Day encompasses different jobs from secretaries to HR, special events coordinators to bill collectors, and support analysts to receptionists.

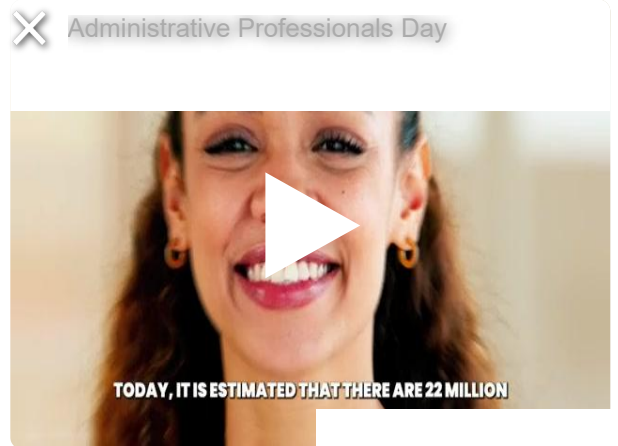
On Administrative Professionals Day, we celebrate everyone from data entry personnel

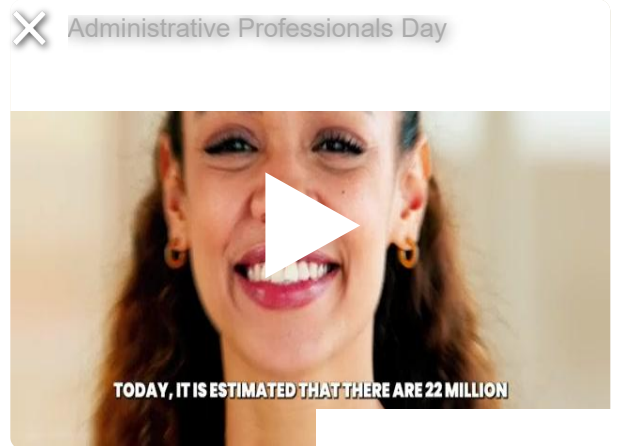


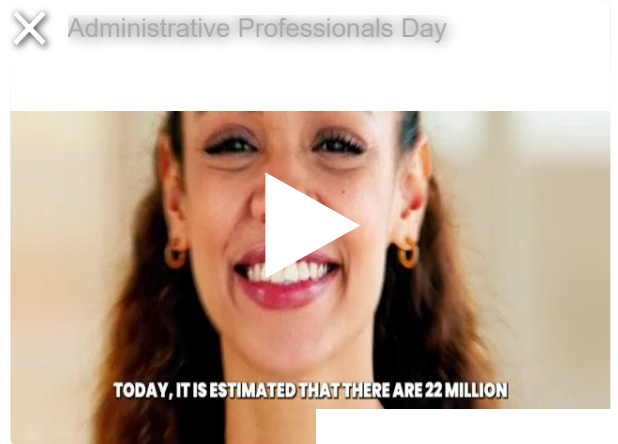


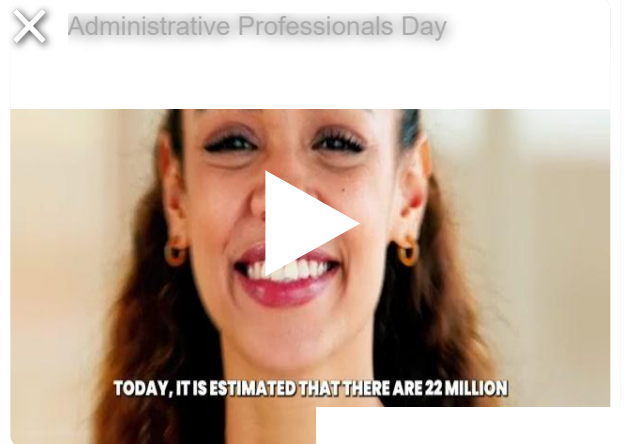


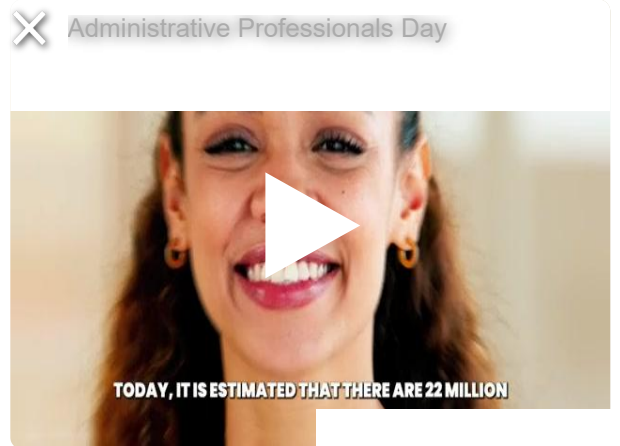






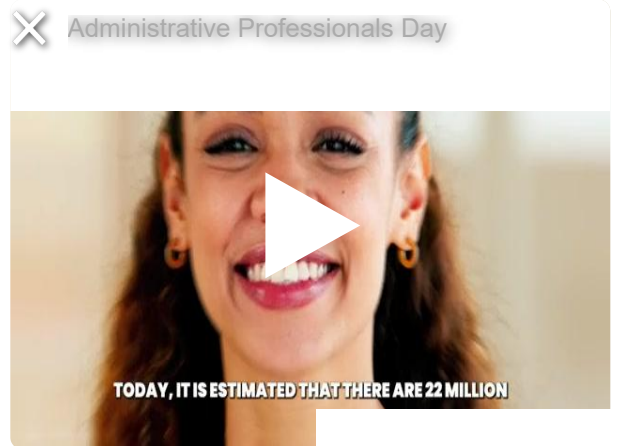


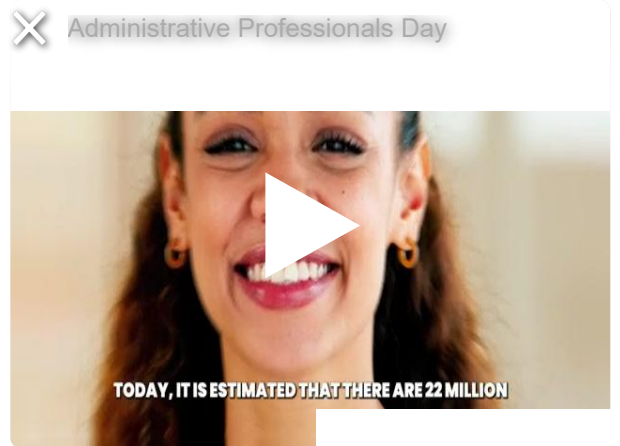




✕ Administrative Professionals Day

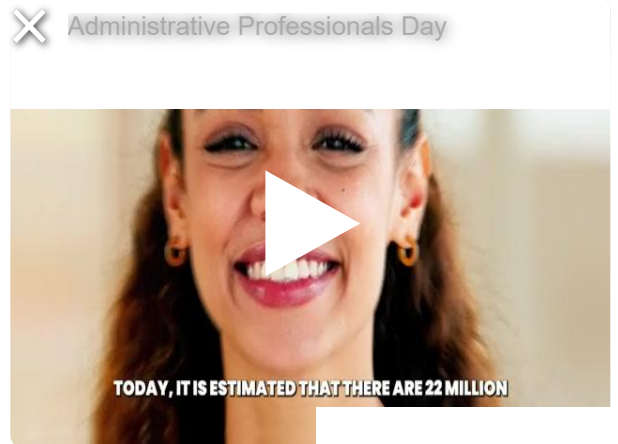






Here are some special hashtags for the day.

#AdministrativeProfessionalsDay #BestAdministrativeProfessional





6,422
Days celebrated



19,266
Ways to celebrate

X Administrative Professionals Day



- April
- May
- June
- July
- August
- September


X Administrative Professionals Day



- By Interest
- By Occasion
- By Price
- By Recipient

POPULAR HOLIDAYS

Administrative Professionals Day



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