

10 Ways to Excel in Your Job as an Administrative Assistant, Office Clerk, or Secretary to Get a Promotion

1) WORK ON YOUR PEOPLE SKILLS!

2) KEEP YOUR PROMISES – CALL PEOPLE BACK WHEN YOU SAY YOU ARE GOING TO CALL THEM.

3) LEARN TO USE THE NEWEST TECHNOLOGY AND TEACH OTHERS.

4) PRIORITIZE TASKS EFFECTIVELY.

5) ENSURE YOUR OUTWARD APPEARANCE IS ADDRESSED.

6) BECOME AS EFFICIENT AS POSSIBLE IN YOUR JOB.

7) NEVER SAY, "IT'S NOT MY JOB," AND TAKE ON RESPONSIBILITIES AS NEEDED.

8) CONTINUE YOUR EDUCATION.

9) ORGANIZE YOUR WORKSPACES AND DECLUTTER!

10) BE PUNCTUAL AND DO NOT TAKE DAYS OFF OF WORK UNNECESSARILY.