

THE TRANSFORMING ROLE OF OFFICE ADMINISTRATORS IN CORPORATE MANAGEMENT: A STUDY OF EVOLVING DUTIES AND REPOSNSIBILITIES

ABSTRACT

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The role of office administrators has significantly evolved from clerical support to strategic contributors in modern corporate settings. This study explored their expanding responsibilities, including project management, employee engagement, and tech-driven operations. As workplaces emphasize flexibility and collaboration, office administrators have become crucial in managing complex organizational demands. Citing Guzvita (2021) and Bennett (2023), the research underscores the growing importance of these professionals in ensuring corporate efficiency and success amidst rapidly changing business environments. The researchers used a quantitative descriptive design to investigate the evolving role of office administrators in corporate management. Grounded in established theoretical and conceptual frameworks and supported by related literature, the study aims to collect data from various participants to explore and validate the transformation of office administrators' responsibilities. This method enables the researchers to assess how their roles have shifted from traditional support functions to strategic involvement in organizational success. Table 20 reveals a major challenge faced by office administrators: difficulty adapting to new technologies due to insufficient training and organizational resistance. With 22 respondents identifying this as the top concern, the data underscores a gap between technological advancement and the support provided to administrators. This highlights the need for improved training programs and more proactive organizational strategies to help office administrators transition effectively into their evolving roles in corporate management. The study on the transforming role of office administrators in corporate management emphasizes the shift in their responsibilities from clerical tasks to strategic and technological functions. Findings indicate that a majority of office administrators are single, a trend supported by research suggesting that single professionals often prioritize personal development and career advancement. This demographic detail reflects how evolving job roles are intersecting with lifestyle choices, reinforcing the importance of continuous learning and adaptability in today's corporate environment.

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