

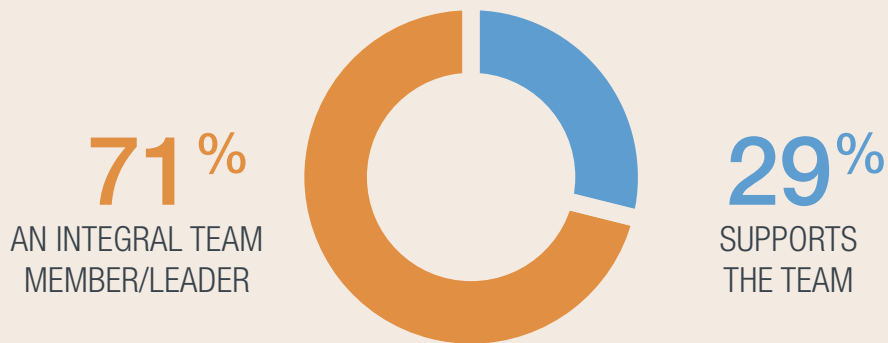
# ALL ABOUT ADMINS

Shake off any old notions about administrative assistants.

## TODAY'S ADMINS

are integral team members with increasingly sophisticated skill sets.

### THE ROLE OF YOUR ADMIN ASSISTANT Relative to Your Team



98% of respondents see the best admins differently than 5-10 years ago

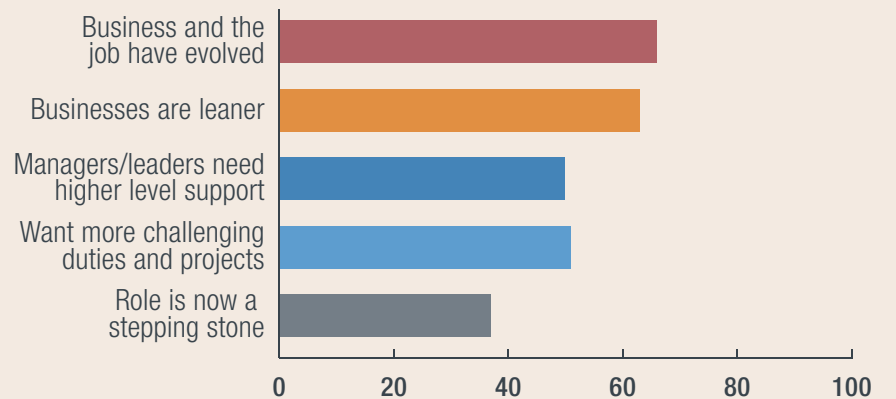
### HOW ARE THEY DIFFERENT?



### THE EXPANDED ROLE OF THE ADMIN ASSISTANT Now Their Role Includes:



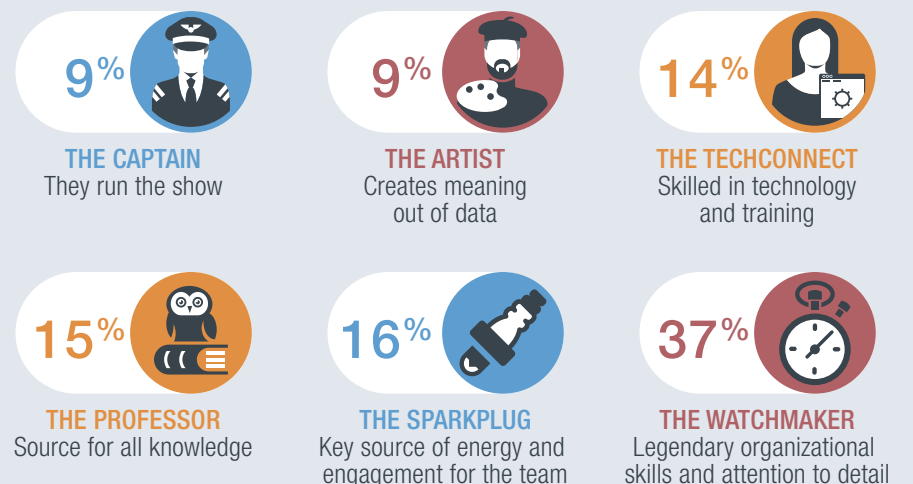
### WHY HAS THE ROLE OF ADMINS CHANGED TODAY?



### A GOOD ADMIN IS HARD TO FIND How difficult would it be to find a good admin?



### DESCRIPTIONS OF ADMIN ASSISTANTS



Survey respondents n = 562.

The approximate size of responders company:  
 14% - Less than 50 employees  
 16% - 50-100 employees  
 25% - 101-500 employees  
 10% - 501-1,000 employees  
 35% - More than 1,000 employees

