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Quality admin staff are gold

A top-quality administration team is more vital than ever to an organisation's success, according to the recruitment firm Majer Recruitment.

The firm's Nicole Weiss says it's important that people chosen to fill administration roles are the right fit for the business.



"It's imperative to have employees who understand the organisation's values, culture and vision," Ms Weiss (above) says.

She says the skills shortage has highlighted the importance of professional administrators.

Employers wanting to keep quality backroom people will need to look at their salary reviews, flexible working hours and other incentives.

"Administration staff, the people behind the scenes, act as the backbone of any organisation, and are vital to the ongoing success of businesses, no matter what their size.

"They are specialists in their own right and allow executives to focus on the company's strategic objectives."

Ms Weiss says the increased value being placed on administrative staff is a global trend and employees in Australia with good administrative skills are not struggling to get work overseas.

She says organisations that underestimate the importance of administrative support and fail to give behind-the-scenes employees the credit they deserve will be at a disadvantage in today's highly competitive world.