

# A VIEW OF Secretarial & Management Support

We asked management support professionals about their work experience, trends and prospects. The results are below:

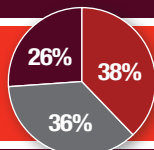


**81%** "I find my role challenging and varied"

**70%** "I would like to have more tasks and responsibilities"



**70%** "A man could do my job just as well as I can"



## JOB SECURITY

Very secure Fairly secure Insecure

## A TOP 5: FAVOURITE TASKS



**1**

Organising events

**2**

Organising meetings

**3**

Dealing with e-mail

**4**

Calendar management

**5**

Marketing & PR

## THE THREE LARGEST SECTORS IN WHICH OUR RESPONDENTS WORK

Public sector



Business services



Banking & Financial Services



## A TOP 5: LEAST FAVOURITE TASKS

**1**

Archiving

**2**

Reporting

**3**

Administrative tasks

**4**

Taking and preparing minutes

**5**

Making presentations



**60%** "I am open to the prospect of a new job"

**32%** "I have received a bonus in the last 12 months"



## A TOP 3: THE MOST IMPORTANT REASONS TO CHANGE JOBS

**1**

Job content / Challenge

**2**

Opportunities for growth and development

**3**

Company culture

## MONTHLY SALARY



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