



Explore a Career as a **SUPERVISOR OF OFFICE AND ADMINISTRATIVE SUPPORT WORKERS**

What do Supervisors of Office and Administrative Support Workers do?

Working as a supervisor of office and administrative support workers, you will directly supervise and coordinate the activities of clerical and administrative support workers. Within the healthcare industry, people in these positions typically work in hospitals and doctors offices, leading the office staff. To excel in this career, you must have the ability to listen, provide excellent customer service, solve problems, and lead people. These supervisors plan, coordinate, and direct a broad range of services that allow organizations to operate efficiently.

Training & Educational Opportunities

You will have many opportunities for employment as a supervisor of administrative and office support workers, but first you will need to complete specific training and earn a certificate or associate degree.

As a Supervisor of Office and Administrative Support Workers you will:

- Discuss job performance problems with employees to identify causes and issues and to work on resolving problems
- Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes
- Review records or reports pertaining to activities such as production, payroll, or shipping to verify details, monitor work activities, or evaluate performance
- Resolve customer complaints or answer customers' questions regarding policies and procedures

Supervisors of Office and Administrative Support Workers are in demand in Livingston County!

Livingston County employment of supervisors of office and administrative support workers is expected to increase through 2020. The U.S. Bureau of Labor Statistics recognizes the job outlook for this occupation as growing much faster than average.

Supervisor of Office and Administrative Support Workers

Training Providers

The following certified training provider offers programs and certifications to train for a career as a supervisor of office and administrative support workers:

- Heartland Community College
- Illinois Central College
- Joliet Junior College
- Kankakee Community College

Career scholarships may be available if you qualify.



Types of Employers

There are many types of employers looking to hire supervisors of office and administrative support workers in Livingston County, including:

- Doctor offices
- Hospitals
- Laboratories
- Physical therapy clinics

Wages & Openings

Supervisor of Office and Administrative Support Workers Employment Data for Livingston County

Average Starting Hourly Wage	\$15.29
Average Hourly Wage With Experience	\$42.15
Average Annual Job Openings Livingston County	12
Average Annual Job Openings Chicago Metro	216

Opportunities

After you receive your certificate or degree as a supervisor of office and administrative support workers, you will have many opportunities for advancement. Some opportunities include:

- Customer Service Manager
- Office Manager
- Accounting Manager



Livingston Workforce Services
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