Working in administration you are the lifeblood of an organisation, keeping it running behind the scenes. It may not have the most glamorous reputation, but it can be very satisfying to know you are helping a team to achieve its goals. It can also lead to a variety of other careers, as it’ll arm you with a wide range of skills and experiences (IT, leadership, teamwork, and organisation). You could have a variety of job titles - Clerical assistant office administrator or operations manager are just a couple of them. Your main role is to provide administrative support for an office or department.

**Professional Organisations**

These are a great source of careers information and commercial awareness. They often have a student membership option, which allows you to attend events and network with industry professionals. It also looks very good on your CV to join one of these – demonstrating a real focus and commitment to the industry.

- **Association of Council Secretaries and Solicitors (ACSeS)**
  www.acses.org.uk
- **Association of University Administrators (AUA)**
  www.aua.ac.uk/
- **Institute of Qualified Professional Secretaries (IQPS)**
  www.iqps.org
- **British Institute of Facilities Management (BIFM)**
  www.bifm.org.uk
- **Institute of Administrative Management (IAM)**
  www.instam.org
- **Institute of Legal Secretaries and Personal Assistants**
  www.institutelegalsecretaries.com
- **Institute of Chartered Secretaries and Administrators (ICSA)**
  https://www.icsa.org.uk/csqs
  Downloadable guide “Take the fast track to the boardroom - Become a company secretary” from ICSA. Provides useful advice on what company secretaries do, whether the role would suit you, skills needed, career path, and information on the Chartered Secretaries Qualifying Scheme (CSQS).

**Job Sites**

- **jobs.ac.uk**
  www.jobs.ac.uk
  Recruitment website for the public sector, not just academic positions.
- **jobsgopublic.com**
  www.jobsgopublic.com
  Recruitment site for public sector (charities, health and local government) vacancies
- **publicsectorcareers.org**
  www.publicsectorcareers.org
  Jobsite dedicated to various vacancies within the public sector, including admin, finance, legal, HR and graduate jobs.
- **Office Angels**
  www.office-angels.com
  Office and secretarial recruitment agency, with career opportunities at all levels of experience in a wide range of industry sectors across the UK and Ireland.
- **Secs in the City**
  www.secsinthecity.co.uk
  Jobsite for secretarial, PA, admin and other general office jobs.
- **Select Recruitment**
  www.select.co.uk
  Agency specialising in all areas of administration and secretarial.
- **Agencycentral**
  www.agencycentral.co.uk
  A directory of recruitment agency from which you can find agencies specialising in clerical, secretarial and related work.
Times
www.timesonline.co.uk
The newspaper carries job adverts including a specialist secretarial/PA section called “Créme”.

Other Sites
UK Civil Service
www.civilservice.gov.uk/jobs/index.aspx
The general site for careers in the Civil Service
UK Civil Service Fast Stream
www.faststream.gov.uk
The Fast Stream is the graduate entry route to the Civil Service for potential senior managers.

King’s CareerConnect
www.kcl.ac.uk/careerconnect
King’s CareerConnect is our exclusive online career portal enabling students and recent alumni to engage with our services. Once logged in, you can access our vacancy board and search hundreds of part-time roles, placements, internships and graduate-level opportunities, book one-to-one careers or application guidance appointments, apply for exclusive King’s Internships and view our full events calendar to book attendance at our many events throughout the year.

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