

# Career Opportunities

## Working Out Career Paths

(NAPSA)—In today's economy, many companies are asking employees to do more with less. Advances in new technologies and changes in the corporate structure have given rise to additional responsibilities for many office professionals.

A recent survey conducted by American Management Association (AMA) shows downsizing and reorganization are the largest factors affecting the jobs of administrative professionals today. As a result, 41 percent of those surveyed said they have heavier workloads than ever before. More than half said training is needed to meet the demands of their new responsibilities.

"Today's administrative professionals are asked to take on more responsibilities—including managing projects for their bosses and supervising other personnel. They are playing increasing roles in management teams," says Andrea Iadanza of AMA. As a result of this new status, 58 percent of administrative professionals surveyed considered their jobs "very secure," while only 15 percent said their jobs were "very vulnerable."

Every year, AMA sponsors an Administrative Professionals Conference to help office professionals gain insight on ways to juggle their workload and develop the skills, confidence and motivation needed to succeed. Since the conference began in 1993, national and international attendance has more than doubled from 800 to 1,700.

This year, the conference focused on the latest office technology, personal and professional development and communication skills needed in today's workplace. For more information visit [www.amanet.org](http://www.amanet.org) or call 1-877-582-1399.