

Office–Clerical and Administrative

FAQS

for Job Seekers

DID YOU KNOW?

Seventy-five percent of staffing employees in the office–clerical and administrative sector work full time.



What types of positions do office–clerical and administrative staffing firms fill?

OFFICE CLERKS

RECEPTIONISTS

ADMINISTRATIVE ASSISTANTS

CALL CENTER STAFF

CUSTOMER SERVICE REPRESENTATIVES

DATA ENTRY (OPERATORS)

EXECUTIVE ASSISTANTS

CASHIERS

ACCOUNTING SUPPORT

OTHER ADMINISTRATIVE EMPLOYEES

Q Why should I choose office–clerical and administrative staffing for employment?

Staffing firms in this industry sector provide a spectrum of services—temporary, temporary-to-hire, and direct-hire placements—to their employees and clients.

If a permanent position is a current career goal, staffing employment offers a proven bridge to permanent jobs. According to ASA research, more than half of temporary and contract employees working in the office–clerical and administrative sector say that the reason for choosing this type of work is that “it’s a way to get a permanent job.” Nearly one-third of temporary and contract employees in the sector were offered a permanent position by a company where they worked on assignment, and more than three-quarters of employees accepted the job. Additionally, the majority of employees in this sector state that their temporary or contract assignment helped them develop new or improved skills, strengthen their résumés, and provided on-the-job experience.

Staffing firms also have long-standing relationships with a wide variety of organizations that seek temporary or permanent work solutions. They can help you get your foot in the door at companies you didn’t think possible, and provide coaching and guidance during your job search.

TransFire



MEMBER OF

American Staffing Association



Nine in 10 employees

in office-clerical and administrative assignments are satisfied with their staffing company, the amount of hours they are assigned, and the work they do while on assignment, according to ASA research.

Q What kind of pay and benefits do office-clerical and administrative temporary or contract employees receive?

Temporary or contract employees in the office-clerical and administrative sector earn competitive wages. To attract qualified employees, many staffing firms offer health insurance and other benefits. According to ASA research, nearly nine in 10 workers who found employment in the office-clerical and administrative sector are satisfied with their pay. A temporary or contract employee who wants benefits can find a staffing firm that offers them.

Q Can I expect to work full time as an office-clerical and administrative temporary or contract employee?

According to ASA research, 75% of staffing employees in the office-clerical and administrative sector work full time, which is about the same as the overall U.S. labor force. Staffing provides flexible schedules and part-time work as well. You can decide where, when, and how you want to work to accommodate personal needs and achieve work-life balance.

Q What can I expect after I apply with a staffing firm?

After applying, and if your profile matches a job opening, a representative of the staffing firm may contact you. You may be screened and interviewed by the firm. Some staffing firms may also ask you to take a software and skills assessment for the position for which you are applying. Some staffing firms offer tutorials to help you become a stronger candidate for the role for which you are applying.

To review a comprehensive list of FAQs about office-clerical and administrative staffing, visit americanstaffing.net/job-seekers.



Reasons for Choosing Office-Clerical and Administrative Staffing for Employment

1

Bridge to Permanent Employment.

If a permanent position is a current career goal, staffing employment offers a proven bridge to permanent jobs.

2

Work Schedule Flexibility.

Flexibility is a compelling draw for employees when considering working in staffing.

ASA members pledge to adhere to a code of ethics and best practices—most of which deal with employee relations. Moreover, because ASA promotes legal, ethical, and professional practices for the staffing industry, you can be assured that its members are kept abreast of the latest developments in labor and employment laws and human resource best practices. One of the principal missions of the association is to encourage high standards of ethical conduct in dealings with employees, clients, and competitors.