

Microsoft Office Specialist



LOCATION: 300
STAFFING LOCATIONS
WORLDWIDE

Brandi Britton
District President of OfficeTeam

Success Metrics

- » OfficeTeam is the world's leader in professional staffing for office support jobs
- » Customers are so satisfied that nine out of 10 would recommend OfficeTeam to a colleague can help job seekers stand out.

Robert Half is the world's first and largest specialized staffing firm.

Success Story

www.certiport.com/mos

OfficeTeam, a Robert Half Company, is the division handling administrative staffing. We spoke with Brandi Britton, district president of OfficeTeam, to learn about the most in-demand skills for administrative professionals and how Microsoft Office Specialist certification can help job seekers stand out.

What Are The Latest Trends In Administrative Hiring?

Administrative roles have expanded and become more influential in recent years. Employers are looking for support staff who are adaptable and can help with projects beyond their traditional job descriptions. Administrative professionals are often the first point of contact for those inside and outside the company, which means good communication skills, both verbally and in writing, are required.

What are some of the technical skills you see most requested for administrative positions?

Microsoft Office skills are still the bread and butter of what employers want when hiring administrative professionals. We're also seeing requests for proficiency with social media, customer relationship management, database, enterprise resource planning and project management applications. Being able to speak multiple languages can be an asset in certain roles.

What is more important – education or on-the-job experience?

It depends on the specific job and employer. For most administrative positions, on-the-job experience is weighed more heavily than education. Hiring managers want to bring someone on board with the know-how to contribute immediately.

How can employers determine if potential employees have the skills they're seeking? What kind of validation can help?

When a professional has Microsoft Office Specialist certification, employers view it as a stamp of approval. They can basically check off the box about a candidate's Microsoft Office skills. During interviews, employers should ask specific questions to gauge an applicant's level of involvement with various programs. Skills-testing can also be a sure-fire way to determine someone's Microsoft Office abilities.

Do you recommend Microsoft Office Specialist certification to individuals seeking employment?

Having Microsoft Office Specialist certification can really set you apart, especially if you're embarking on a job search. It shows you've got the skills and you're dedicated to professional development. If you're a new graduate, potential companies may take you more seriously if you can prove you've got Microsoft Office abilities and will make an impact right out of the gate.

What are the benefits of Microsoft Office Specialist certification?

An obvious benefit of Microsoft Office Specialist certification is that you can gain a high level of mastery over the technology programs you use on a daily basis. You'll learn shortcuts and tricks that'll help make doing work easier and more efficient. From there, your boss may see that you're ready for more advanced assignments and that could put you in line for career growth opportunities. Microsoft Office Specialist

certification may also come in handy if you're negotiating pay at a new or existing position. According to the OfficeTeam Salary Guide, employers may increase salaries for administrative professionals who are certified.

What is your best advice for administrative professionals looking for employment in today's competitive job market?

Here are six tips I would offer administrative professionals looking for employment in today's market:

1. Showcase your accomplishments
2. Always customize your applications
3. Utilize your networks - don't be afraid to reach out to people you know or have worked with in the past
4. Make sure your digital or online presence is up to par
5. Always do your homework before going on an interview so you can ask smart questions
6. Utilize a recruiter