

## 9.14 Administrative & Secretarial Occupations

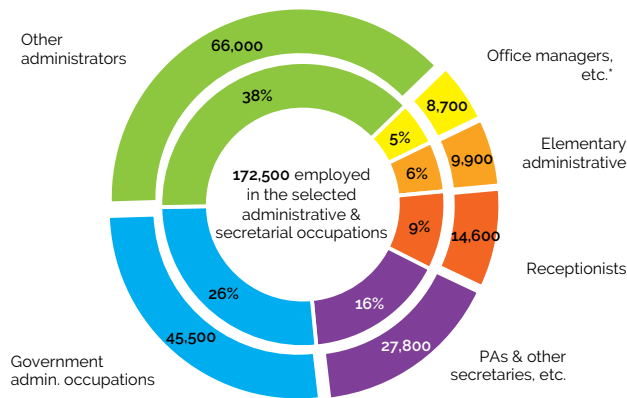
Overall employment: Approximately 172,500 persons (77% female) were employed in the selected administrative & secretarial occupations, representing 7.6% of the national workforce

- **Sector:** These occupations are employed across all sectors, with employment concentrated in PAD (26%), health (14%), along with professional activities and transport, both of whom had an 8% share
- **Employment growth (5-year):** Between 2013 and 2018, overall employment increased by 24,700 (3.1% on average annually in line with the national average). The strongest rate of employment growth was observed for government administrative occupations (7.4%) during the period.
- **Age:** The 25-54 age group accounted for the majority of persons employed, at 71%. The share of employees aged 55 and over was 23%, above the national average of 17%.
- **Education:** The share of persons employed in the selected administrative & secretarial occupations who had attained higher secondary/FET qualifications was 49%, well above the national average share of 37%. Those who had attained third level qualifications (44%) was below the national average share (48%).
- **Full-time/part-time:** Over 72% of administrative & secretarial workers were in full-time employment
- **Nationality:** The share of non-Irish workers was below the national average of 16%, while 91% of workers were Irish nationals

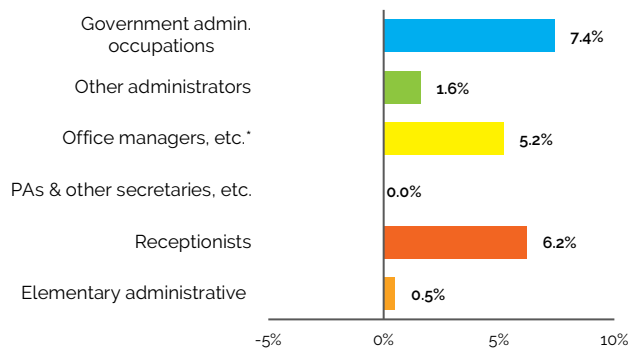
### Overall outlook for these occupations:

The impact of technology is likely to affect the number of people required for administrative roles. Job churn is also a factor, as evidenced by the high volume of recent job hires. However, job opportunities will continue to arise as replacement (due to retirement, etc.) for such a large occupation, translating into job vacancies.

Numbers employed, 2018



Average growth rates (%) 2013-2018



Between 2013 and 2018, overall employment increased by 24,700 (3.1% on average annually compared to 3.1% nationally).

Source: SLMRU (SOLAS) analysis of CSO data

\*See detailed occupation description in table overleaf

| Occupation   | Economic summary   | Shortage | Occupation shortage details |
|--|--|----------|-----------------------------|
| Government admin. occupations                            | No shortages have been identified for this occupation.   | ●        |                             |
| Other administrators                                     | Employment in this occupation occurs across a number of sectors including industry, wholesale/retail and health. Employment growth was below average, there are a high number of job ready job seekers previously employed in this occupation and the high number of recent job hires would indicate turnover is an issue. | ●        |                             |
| Office managers & supervisors administrative occupations | No shortages have been identified for this occupation.   | ●        |                             |
| PAs & other secretaries, etc.                            | No shortages have been identified for this occupation.   | ●        |                             |
| Receptionists  | Employment growth was above average for this occupation although no indication of shortages has been identified.   | ●        |                             |
| Elementary administrative                                | Employment in this occupation relates primarily to postal workers and couriers. Employment growth was below average over the previous five years.  | ●        |                             |

*\*For detailed table see Appendix A*