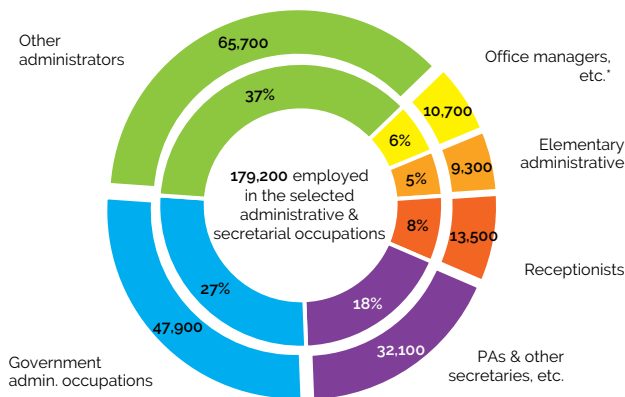


### 9.14 Administrative & Secretarial Occupations

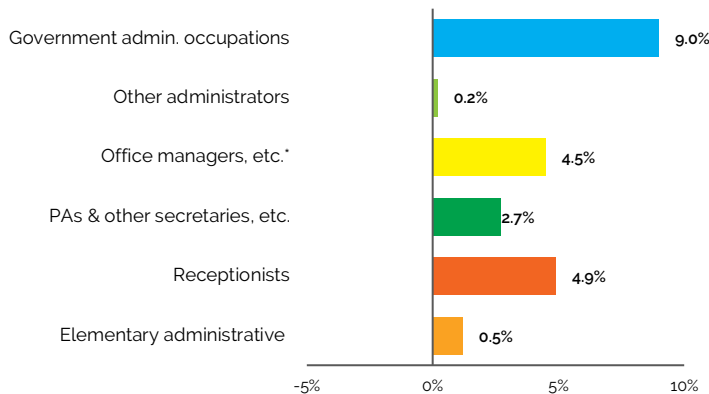
Overall employment: Approximately 179,000 persons (80% female) were employed in the selected administrative and secretarial occupations, representing 7.8% of the national workforce.

- **Sector:** These occupations are employed across all sectors, with employment concentrated in PAD (22%), health (15%), along with professional activities, transport, and wholesale/retail which combined accounted for a further 22% share
- **Employment growth (5-year):** Between 2014 and 2019, overall employment increased by almost 27,000 persons (3.3% on average annually compared to 3.2% for the national average). The strongest rate of employment growth was observed for government administrative occupations (9.0%) during the period
- **Age:** The 25-54-year age group accounted for the majority of persons employed, at 69%; the share of employees aged 55 years and over was 25%, above the national average of 19%
- **Education:** The share of persons employed in the selected administrative & secretarial occupations who had attained higher secondary/FET qualifications was 46%, above the national average share of 38%; those who had attained third level qualifications (43%) was below the national average share (48%)
- **Full-time/part-time:** Over 73% of administrative & secretarial workers were in full-time employment
- **Nationality:** The share of non-Irish workers was below the national average of 17%, while 91% of workers were Irish nationals.

Numbers employed, 2019 (annual average)



Average growth rates (%) 2014-2019



Between 2014 and 2019, overall employment increased by 26,900 (3.3% on average annually compared to 3.2% nationally).

Source: SLMRU (SOLAS) analysis of CSO data

\*See detailed occupation description in table below

## Overall Outlook for these Occupations

Employment growth in this occupational group was driven primarily by growth for those employed in government administrative roles. The initial impacts of COVID-19 restrictions may not have had an immediate effect on employment in this group; however, a decline of 8.6%, or 15,500 persons, is forecast in the employment numbers for administrative roles on average annually in 2020 when compared to 2019. While the number of government administrative roles is expected to remain relatively unchanged, a fall in employment numbers is likely for office administrative roles and receptionists (particularly those in hotels). This occupational group is also one of the top six groups considered at high risk of automation; therefore, many of the job losses experienced for these occupational groups are unlikely to be replaced in the short-term at least. However, job opportunities will continue to arise as replacement (due to retirement, etc.) for such a large occupation will translate into job vacancies.

Occupation	Economic summary
Government admin. occupations	Employment grew strongly in this occupation over the five-year period. At 28%, the share of persons aged 55 years and older was above the national average of 18%, indicating that replacement demand alone may result in job opportunities in this occupation. However, administrative occupations are at high risk of automation of tasks and this may offset some of the replacement demand. It is unlikely that employment in this occupation was significantly impacted by COVID-19 as public services remained in operation.
Other administrators	There was no employment growth in this occupation over the five-year period. A high number of recent job hires in 2019 with no corresponding employment growth would indicate a high level of job churn for these roles. Those employed in these occupations were more likely to be in part-time roles than the national average (35% compared to 21% nationally), and worked across sectors, primarily in health, wholesale/retail, industry and education. Although employment in these occupations may have been impacted by business closures as a result of COVID-19 and may see reduced demand due to automation, the high volume of persons employed economy-wide indicates that job opportunities will continue to arise due to replacement demand alone.
Office managers & supervisors administrative occupations	Employment growth in this occupation was above the national average over the five-year period. Those employed may have been impacted by COVID-19 due to the closure of offices, although remote working options would have mitigated the severity in terms of employment.
PAs & other secretaries, etc.	Employment growth in this occupation was below the national average over the five-year period. At 31%, those employed had a higher share aged 55 years and older than the national average. The potential risk of automation may result in a reduced future demand for this occupation. Given the main sectors of employment for this occupation (including health, professional activities, and education), the impact of COVID-19 is likely to have been less severe than for other administrative occupations.
Receptionists	Employment growth in this occupation was above the national average over the five-year period. However, this occupation is one of those identified as being at high risk of automation, and therefore this growth rate is unlikely to be sustained. Almost half (45%) were employed in part-time roles in 2019. The impact of COVID-19 on this occupation may have depended on the sector of employment, with those employed in hotels likely to have been significantly affected.
Elementary administrative	Employment grew at a slower pace than the national average for this occupation over the five-year period. The closure of businesses as a result of COVID-19 is likely to have affected the demand for courier services, while the impact on postal workers in the long term is yet to be determined.

*\*For detailed table see Appendix A*