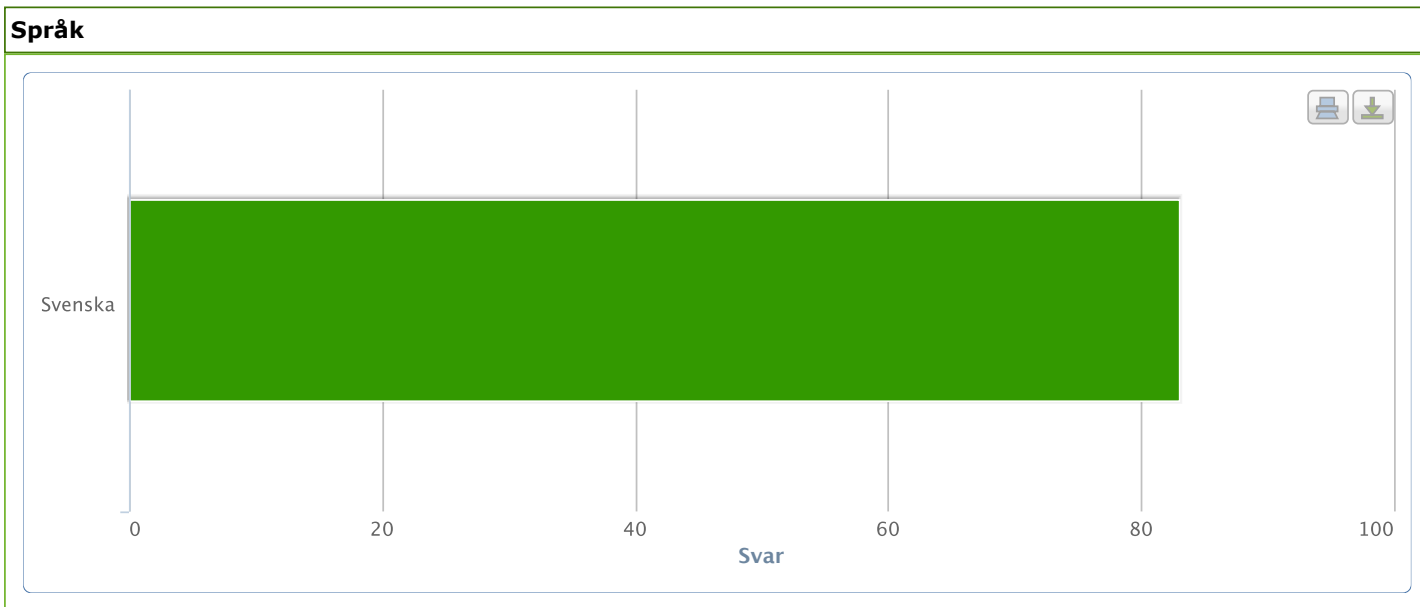
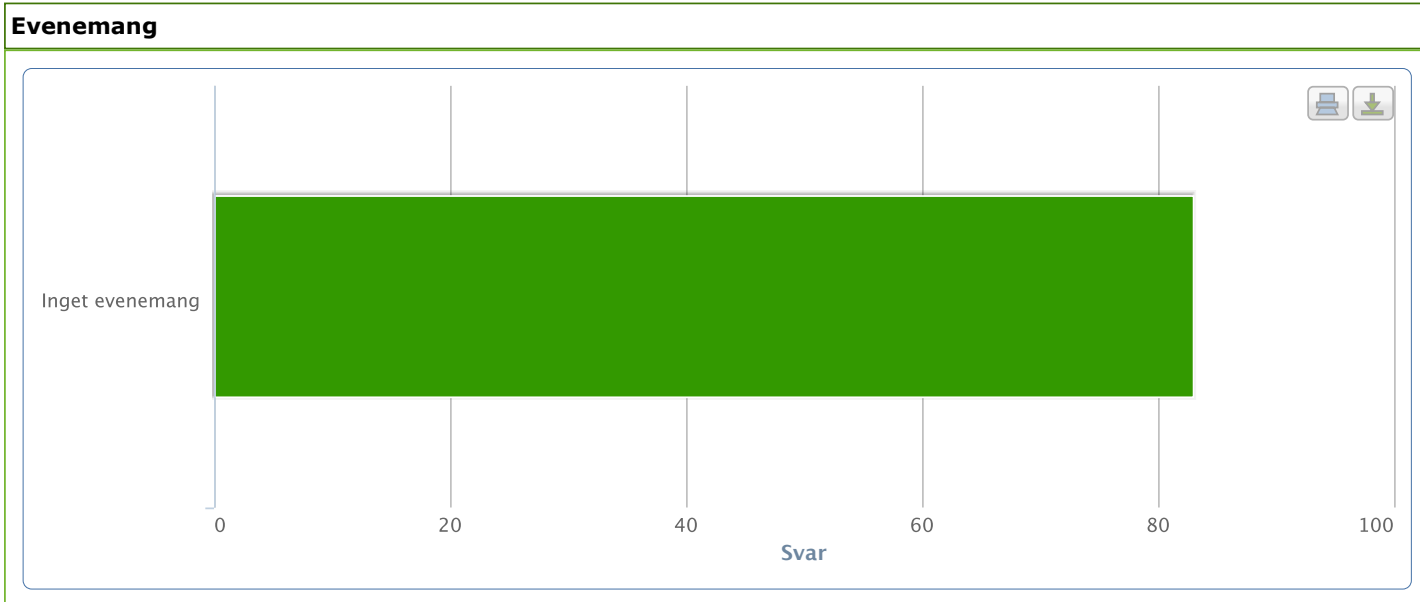
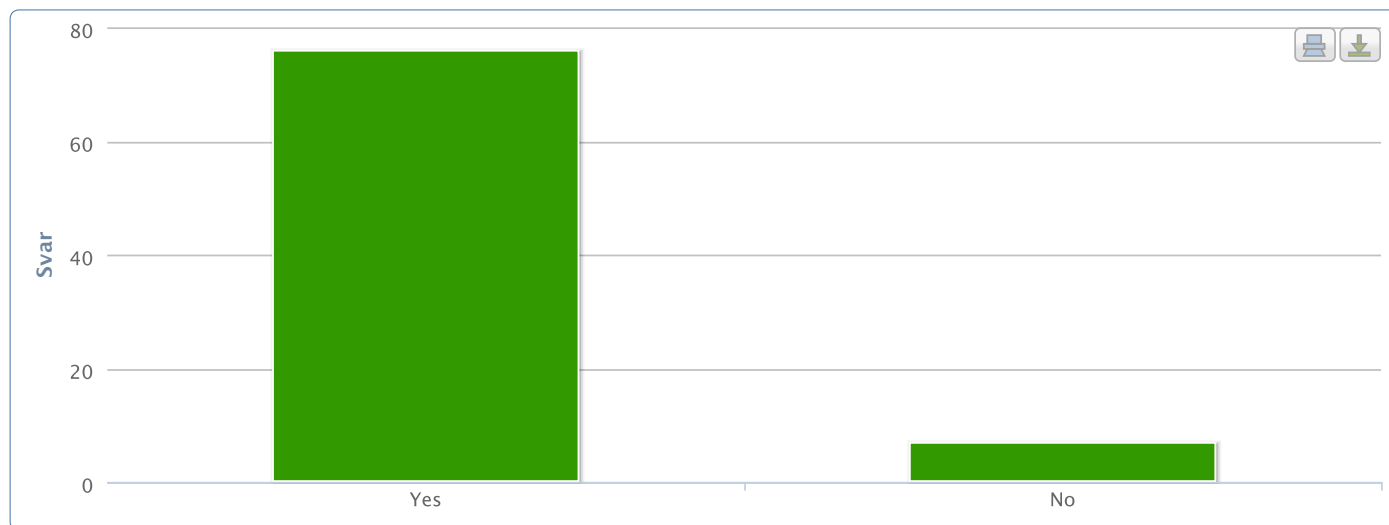


Rapport "WASummit 2018 Sweden survey result"

Svar: 83 st.



Are you a member of any professional network?**If yes, which one(s)?**

Svar 83 st. , 10 nyaste svaren:

None

IMA Sweden Chefssekreterarna i Malmö

Handelskammaren, Sweden

IMA South

none

Chefssekreterarna Malmö (Sweden)

IMA

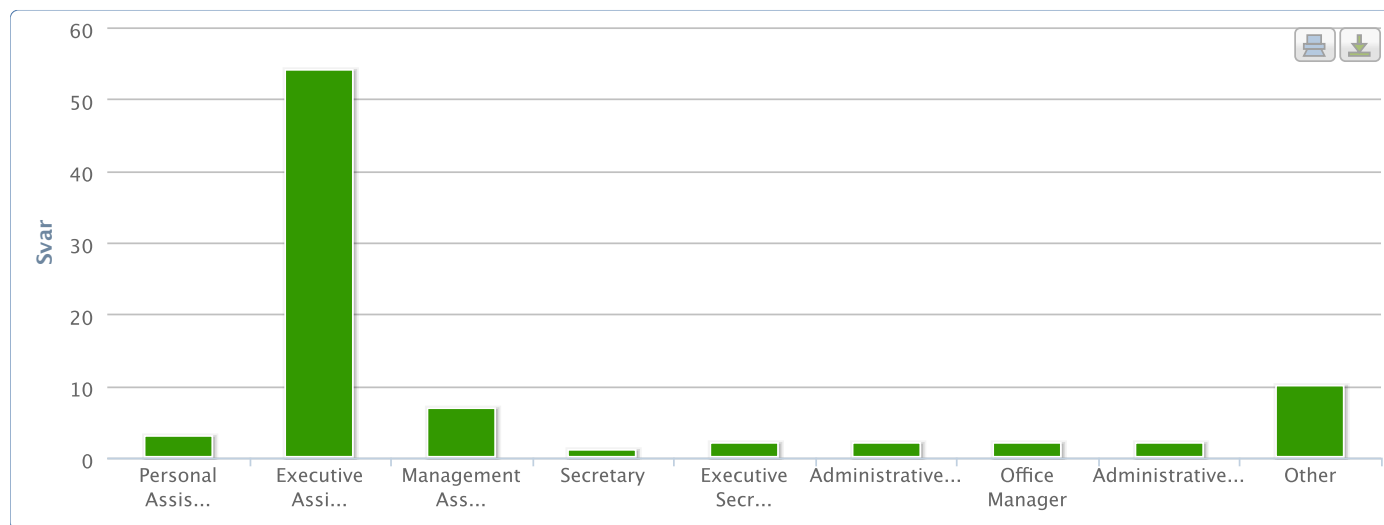
Chefssekreterarna Malmö

University Vice-Chancellor network of Sweden Västerås Secretary Network

Västerås Sekreterarföring

[Visa alla svar](#)

What is the title of your current position?



If you answered 'Other" above please specify

Svar 11 st. , 10 nyaste svaren:

Project coordinator, but assisting our unit of 20+ members with administrative tasks as well.

Vice-Chancellor Secretary

Senior Executive Assistant

Vice President Assistant

Paralegal

Administrative Specialist

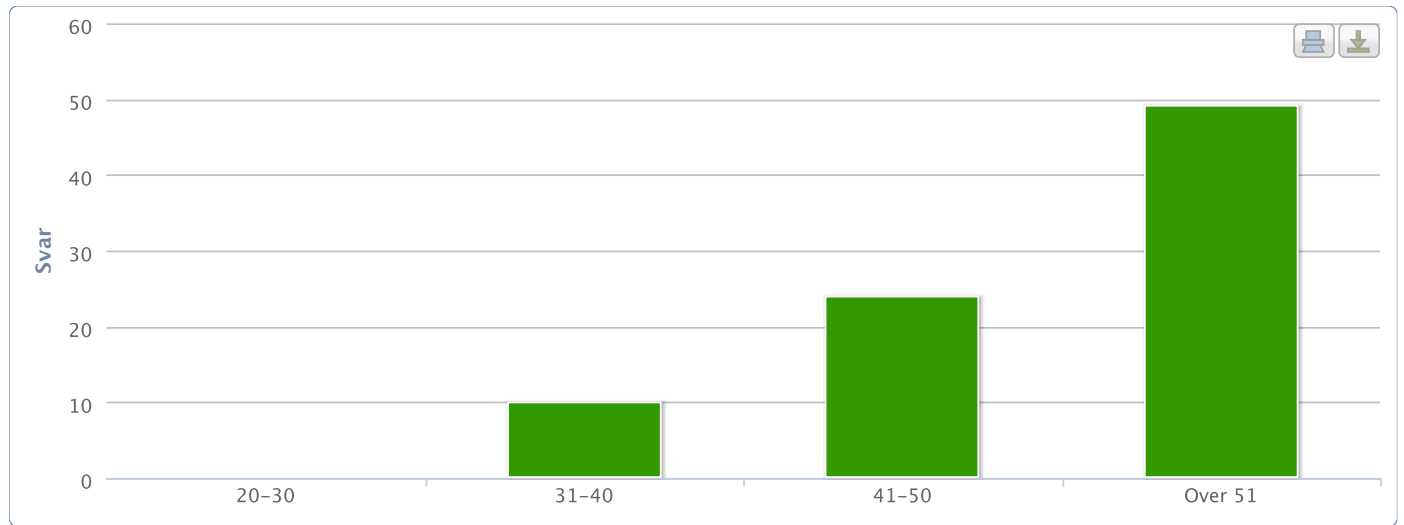
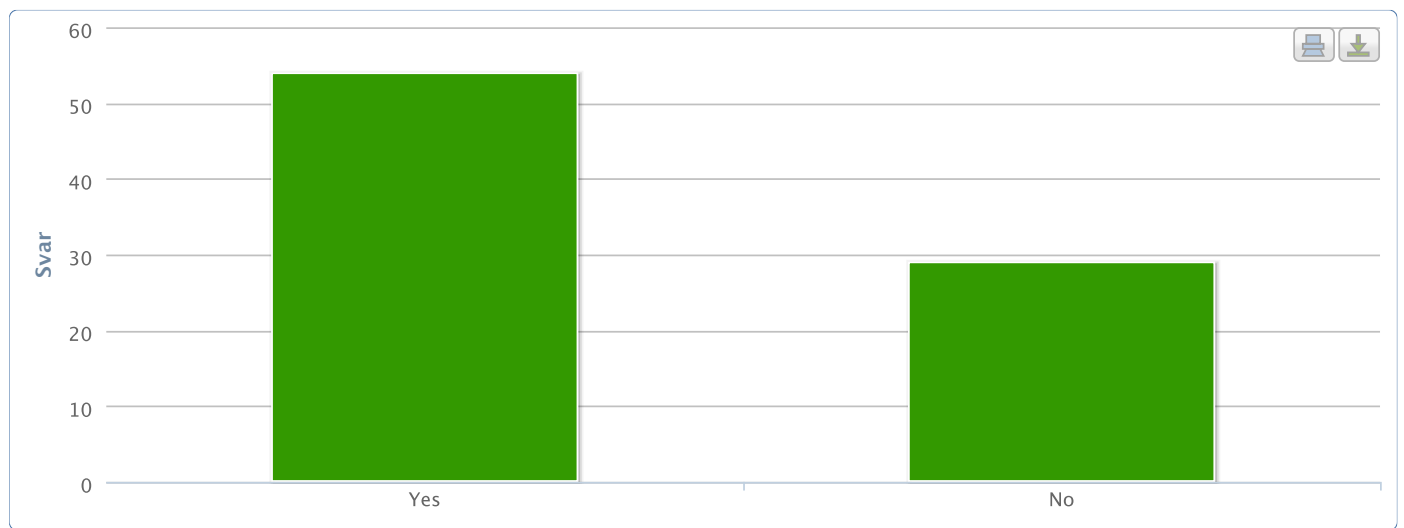
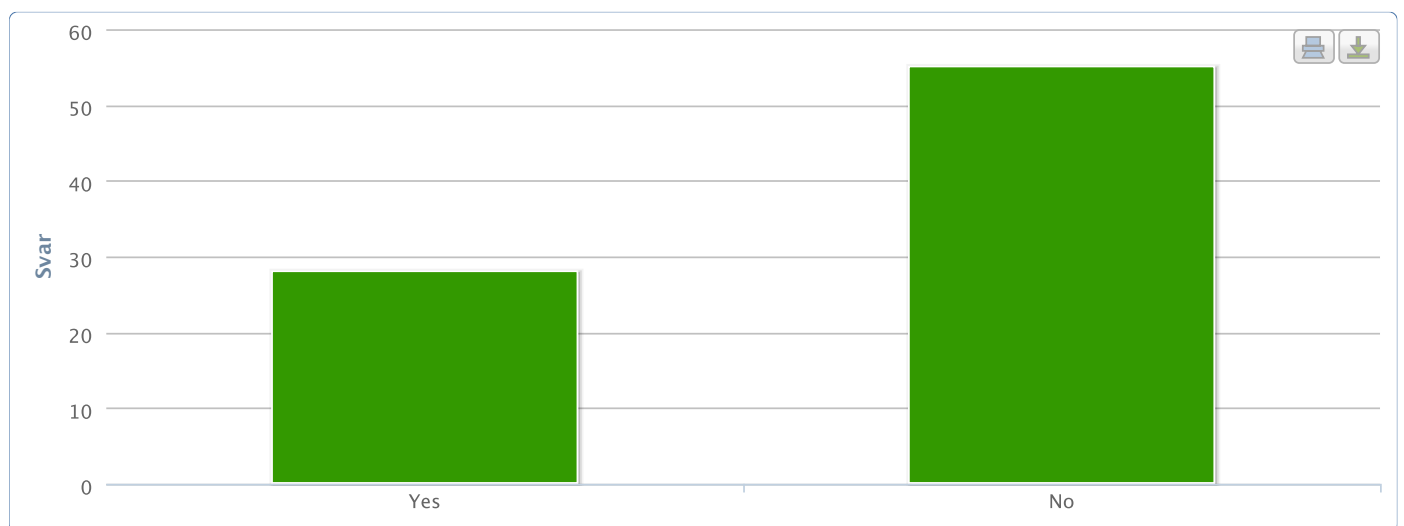
Administrative Assistent

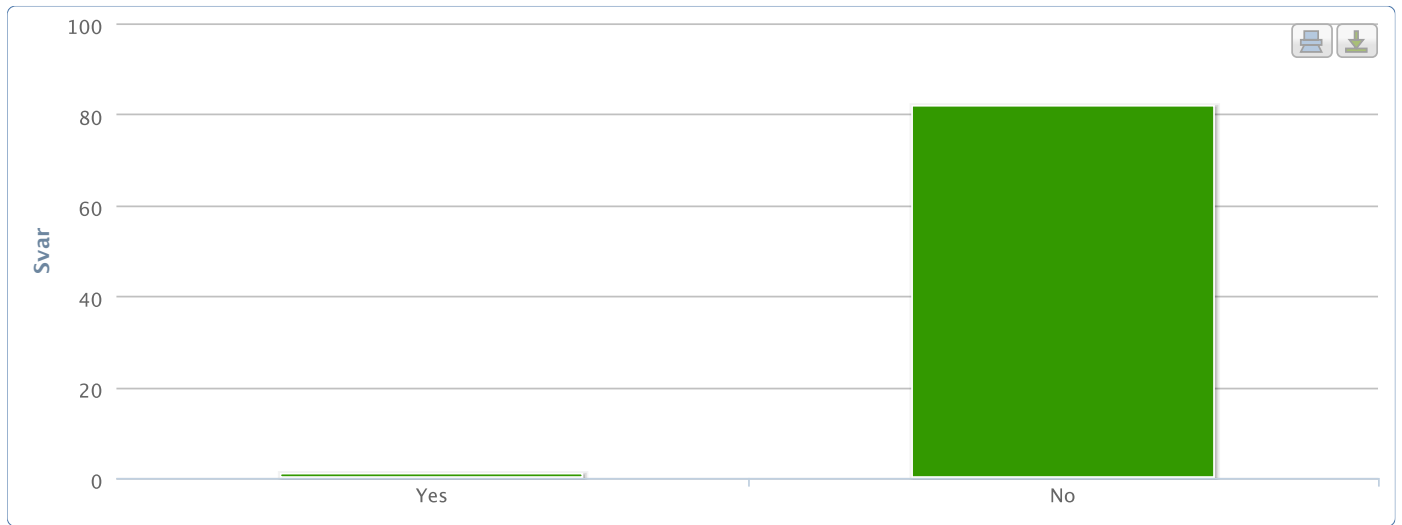
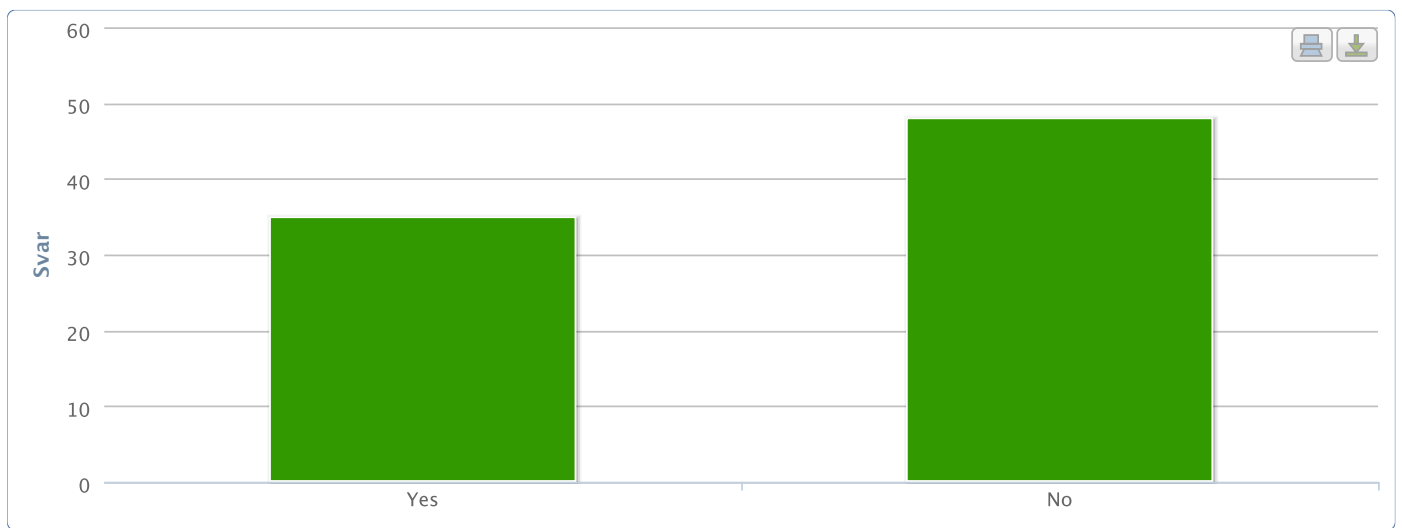
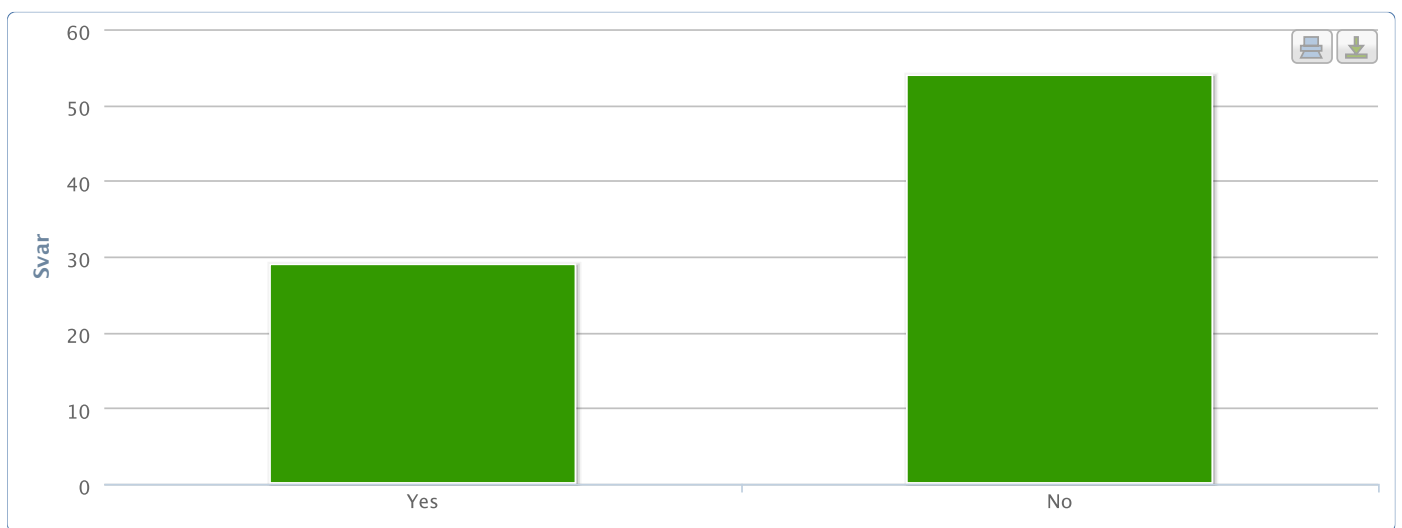
CEO Assistant

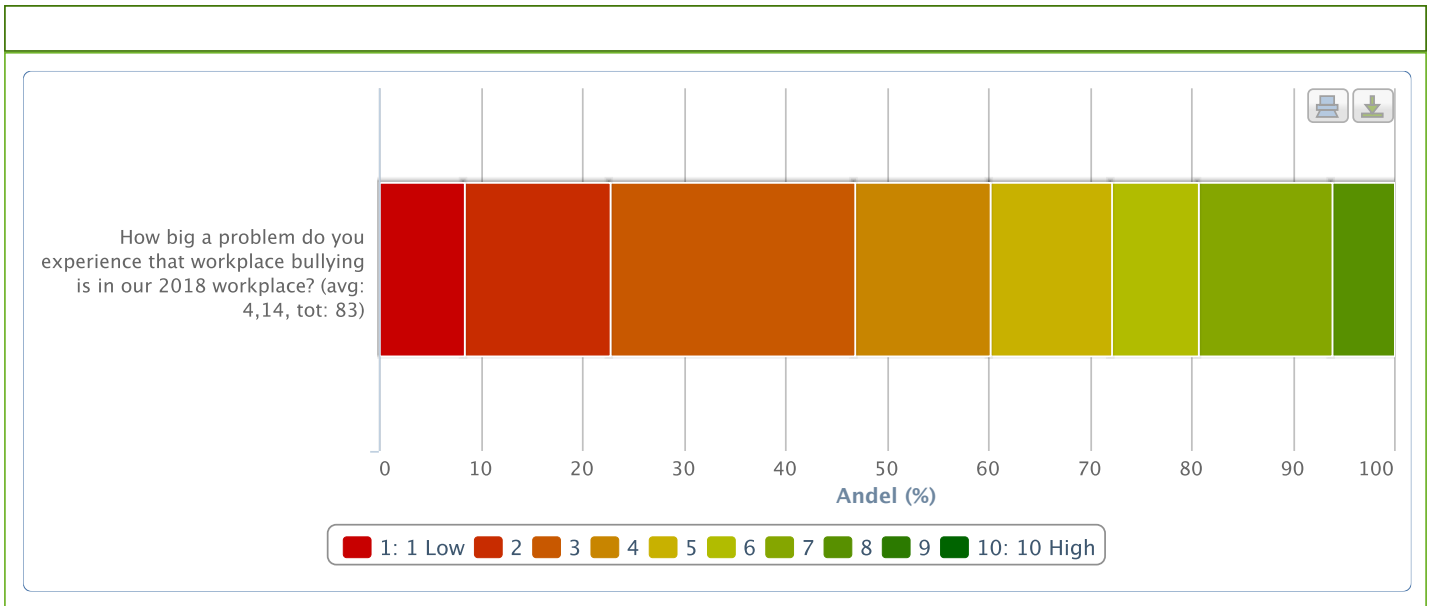
Executive Assistant to the CEO

Both PA and EA

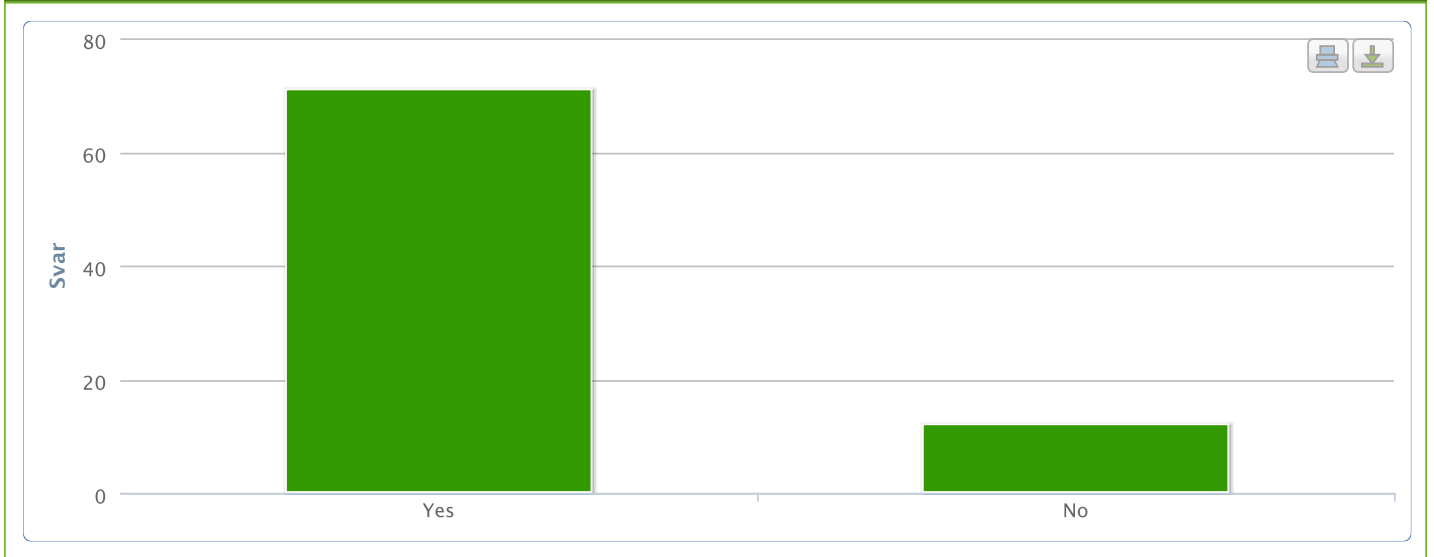
Visa alla svar

What is your age?**Have you witnessed workplace bullying in your career?****Have you experienced workplace bullying in your career?**

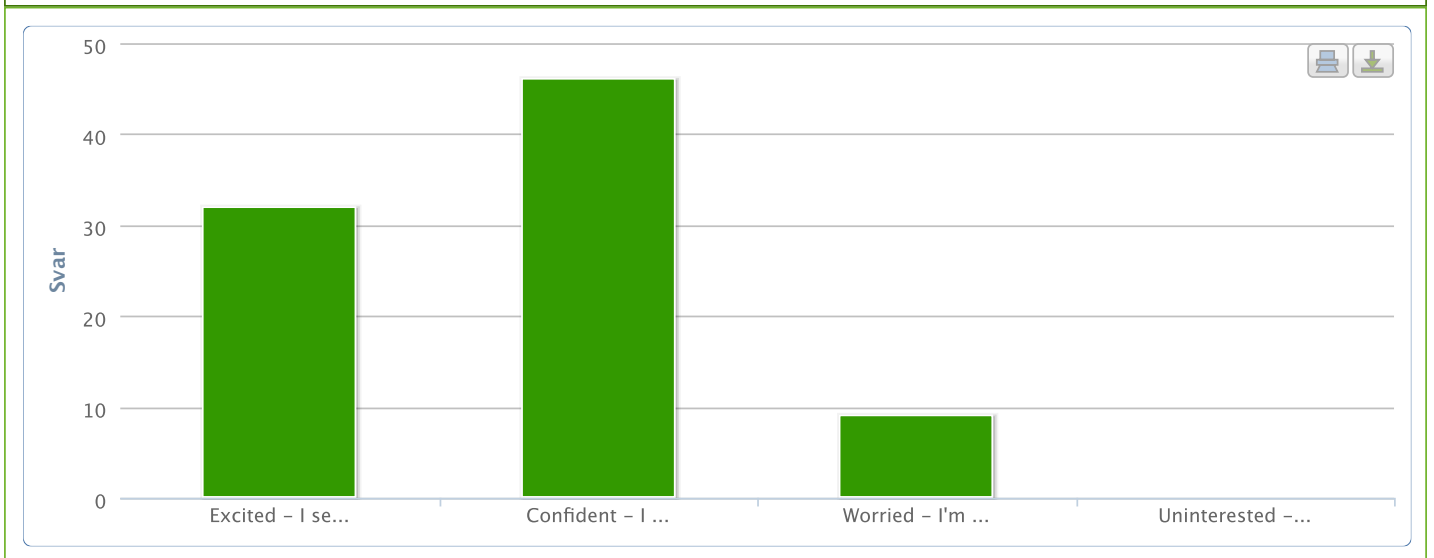
Have you ever bullied a co-worker in your career?**Have you witnessed sexual harassment in your career?****Have you experienced sexual harassment in your career?**



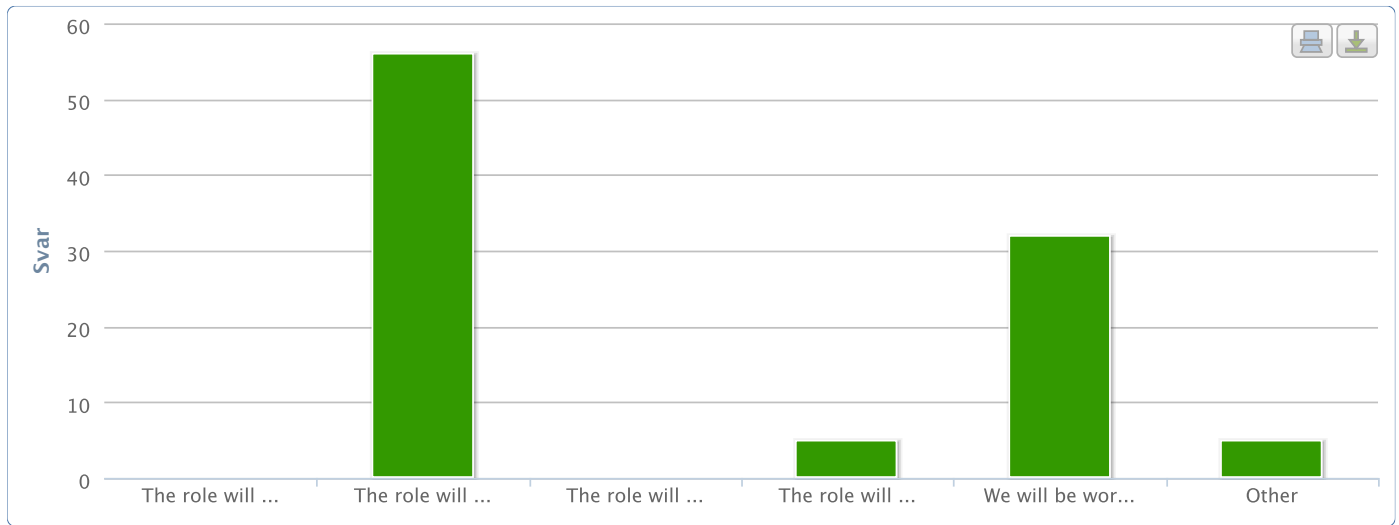
Does your workplace have a process in place to address bullying and/or harassment?



When you think about the future world of work as it is likely to affect you?



How do you foresee the future of our role?



If you answered "Other" above please specify

Svar 7 st. :

plus also

Our role will be even more focused on networking and on creating goodwill.

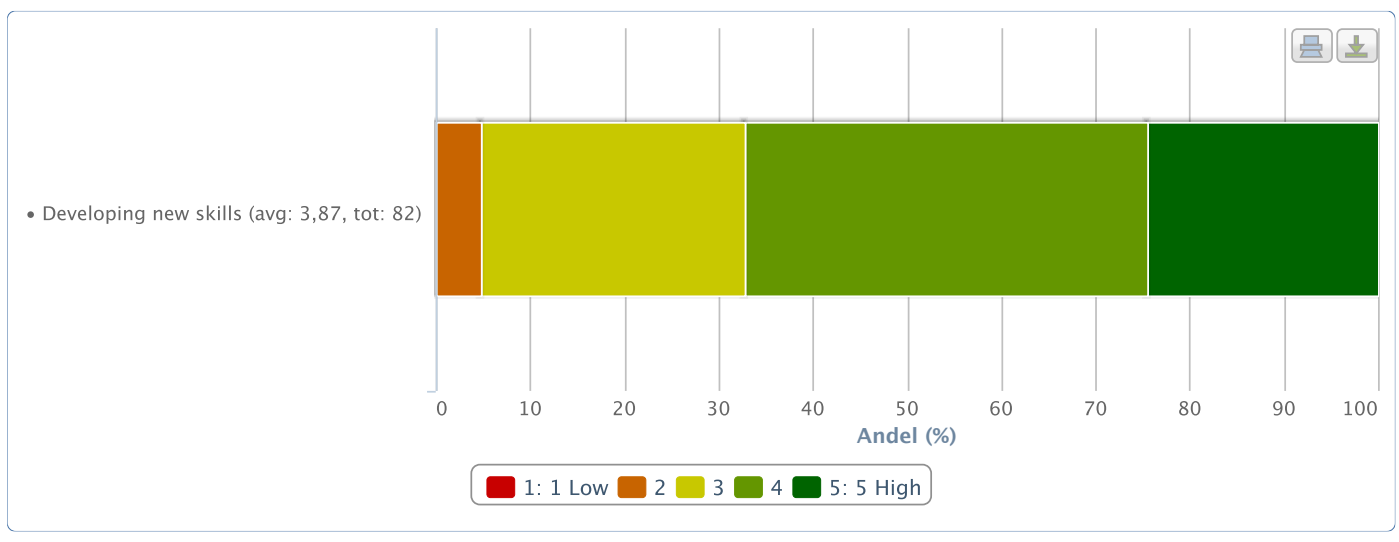
The role will more and more be tailor made after the business you work in and/or according to the needs of assistance. This also means that we as assistants will have a larger opportunity to influence what tasks we assist managers with.

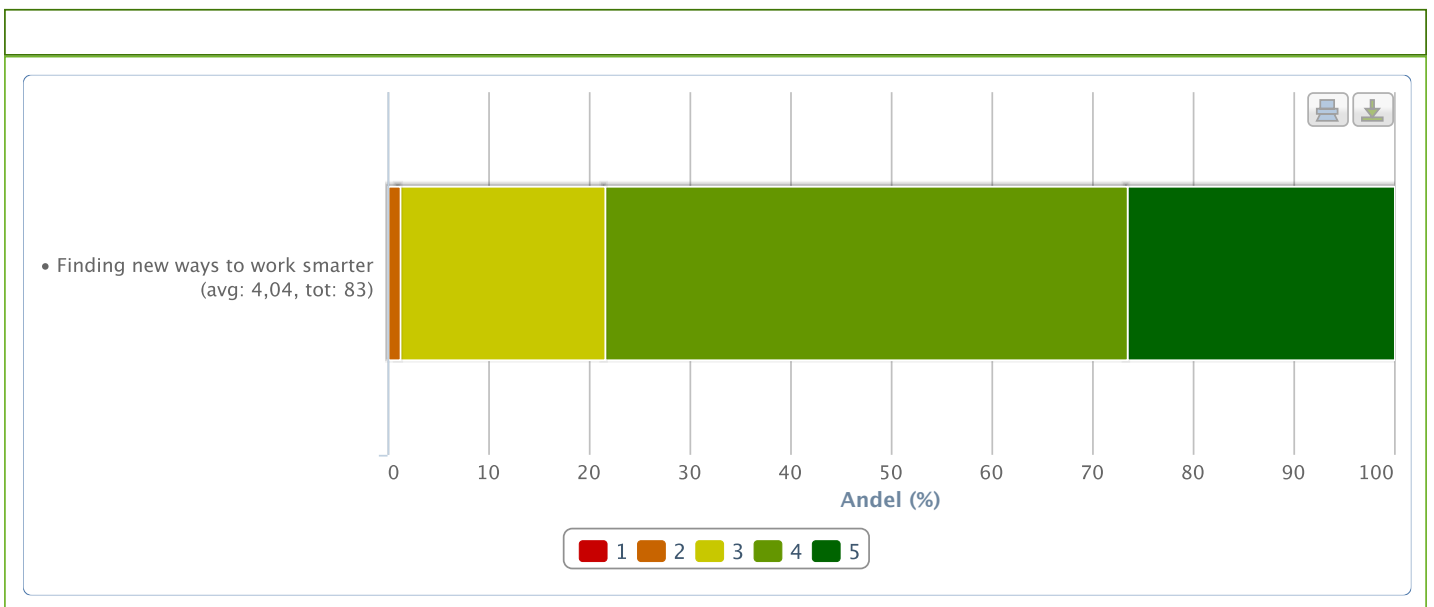
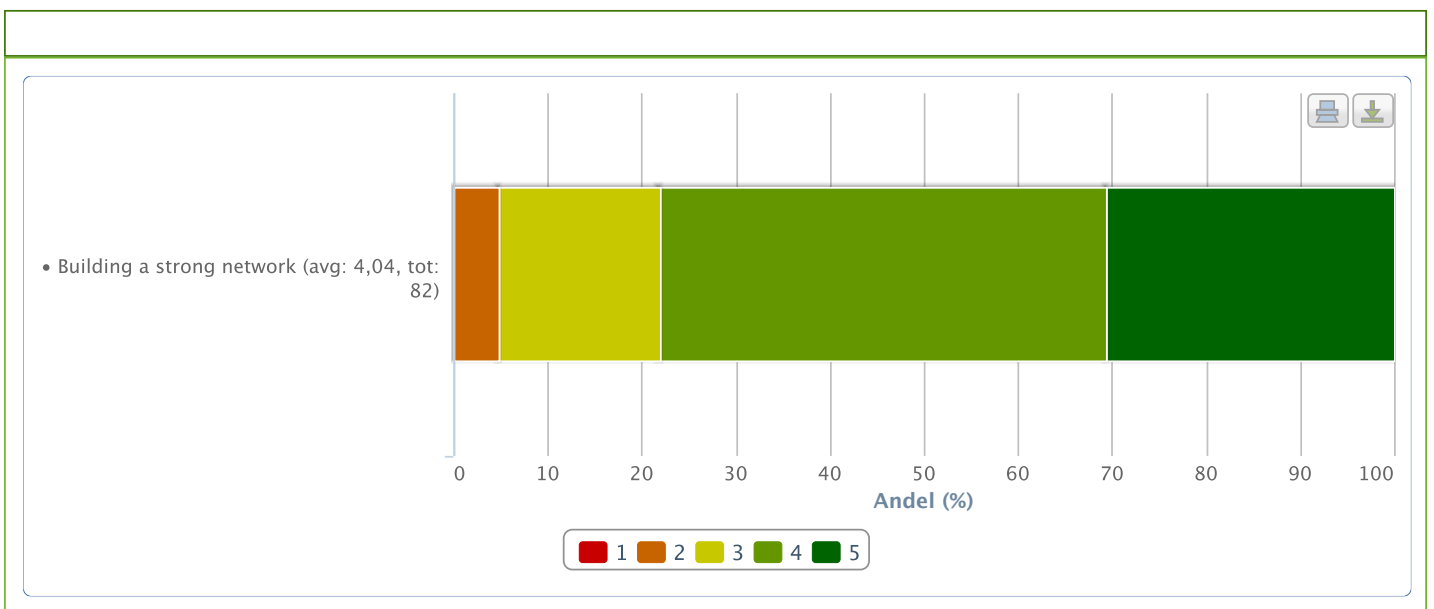
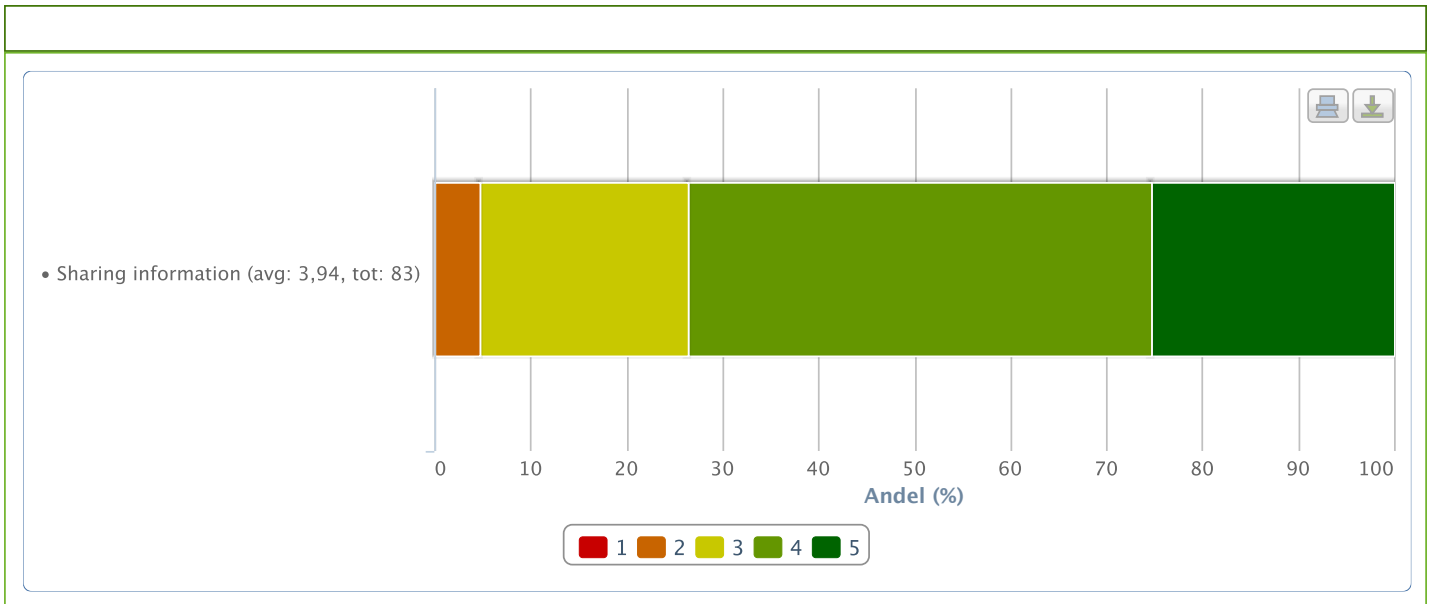
Demands are increasing, such as other business education than secretarial ones. Good Executive Assistant training is costly, and we depend on our employers to pay for it.

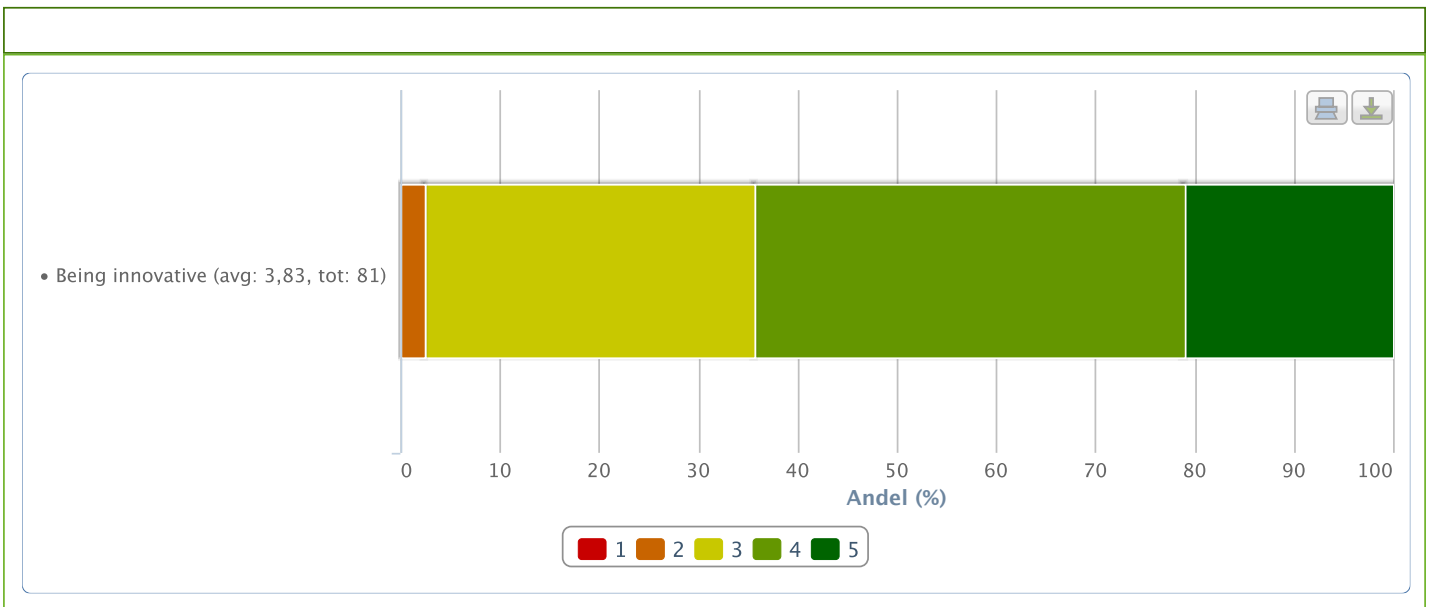
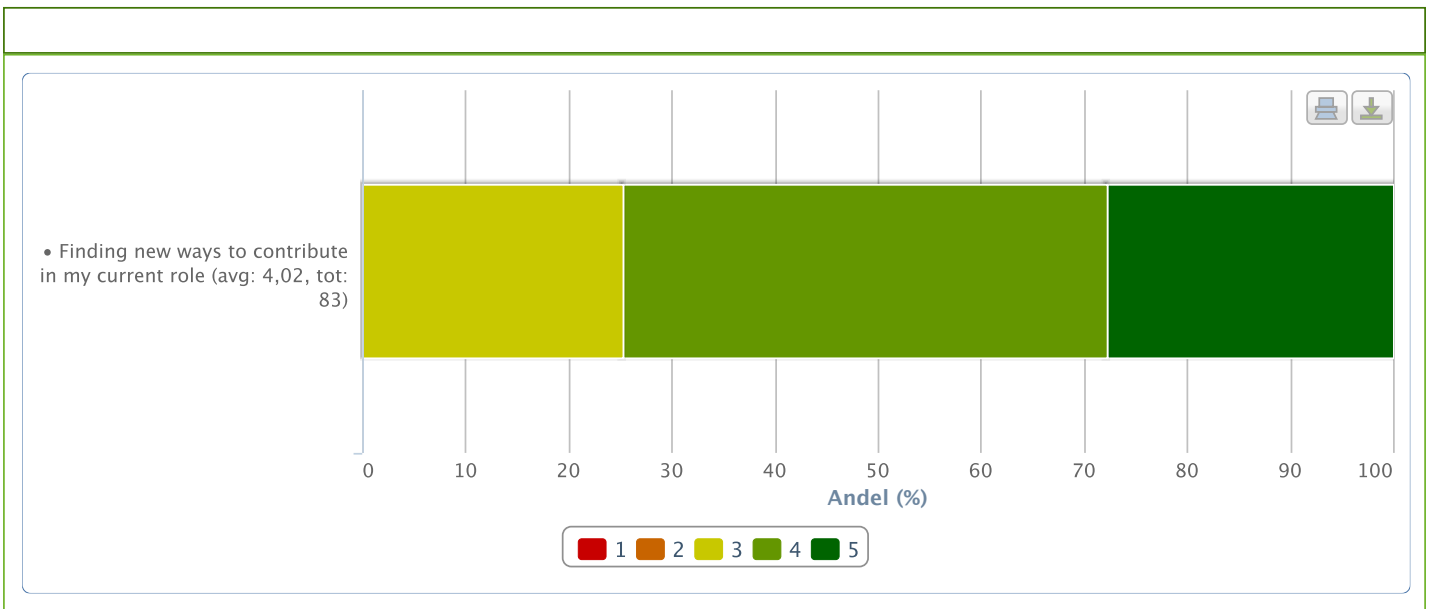
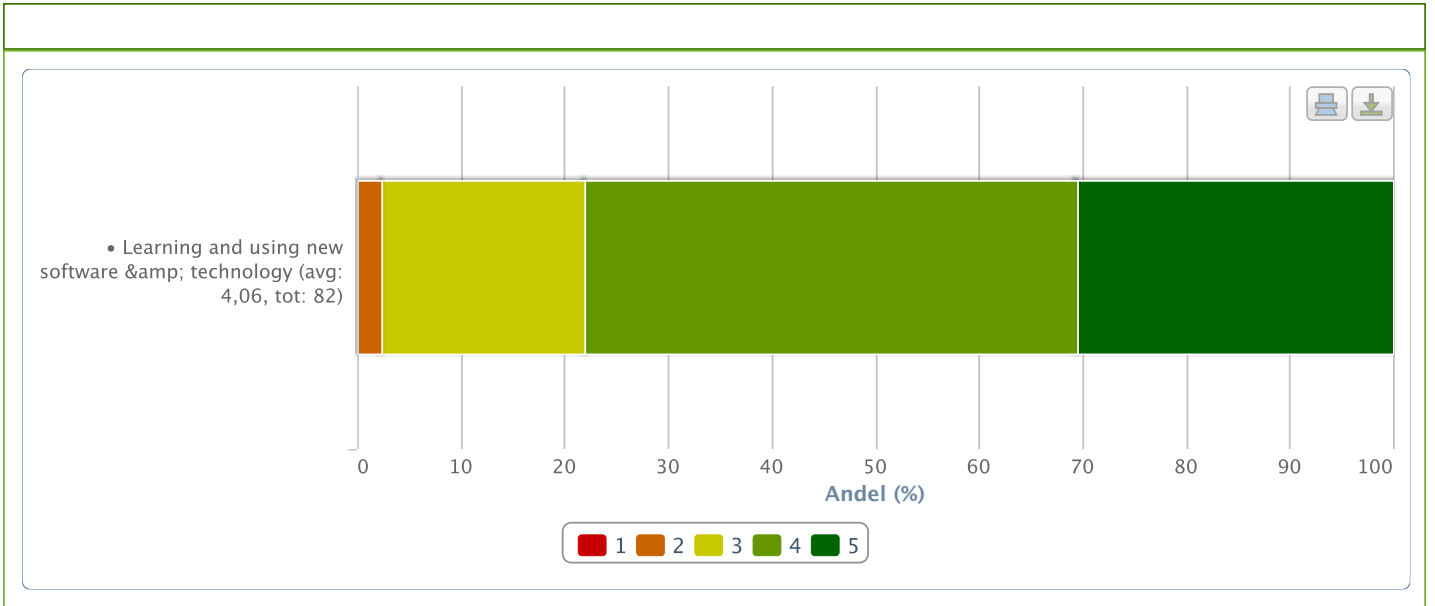
The role will be much the same and the responsibility will grow.

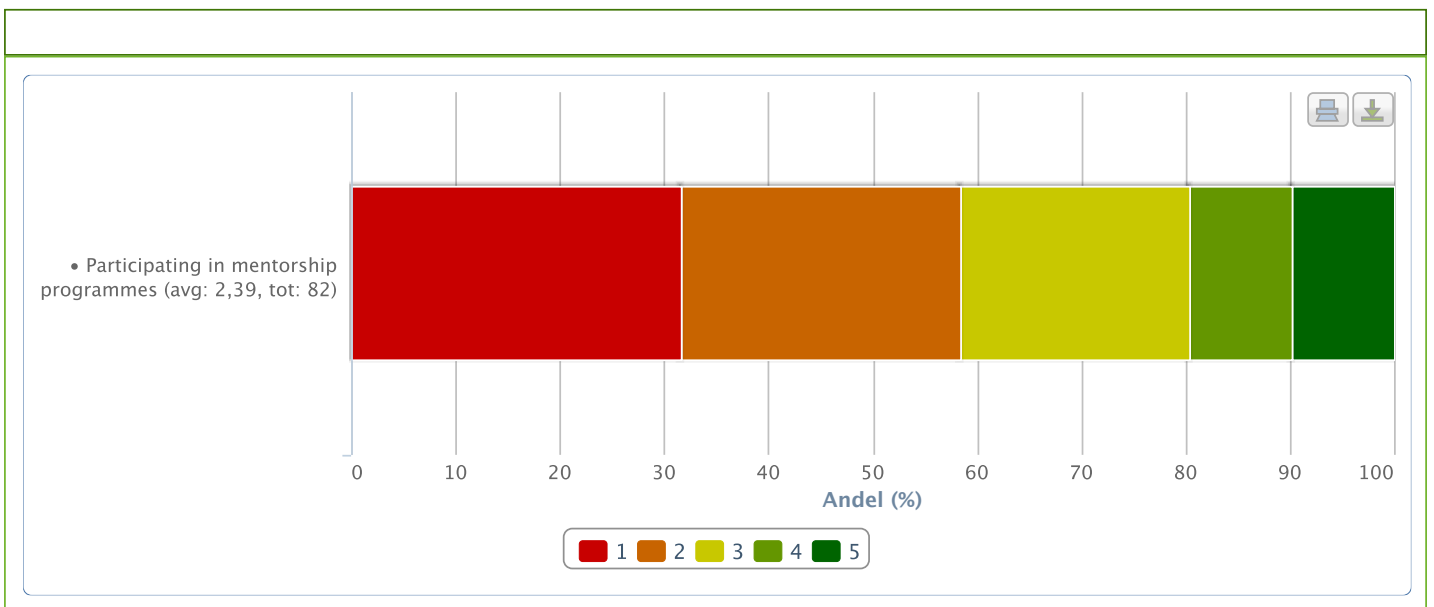
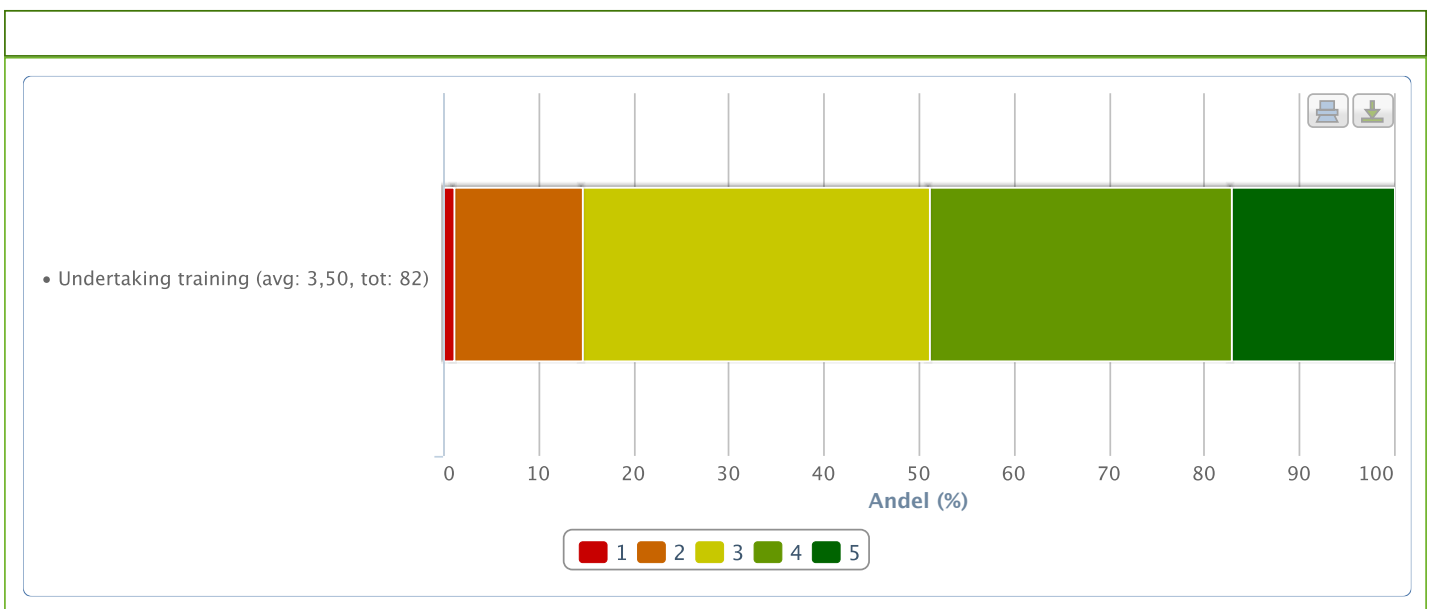
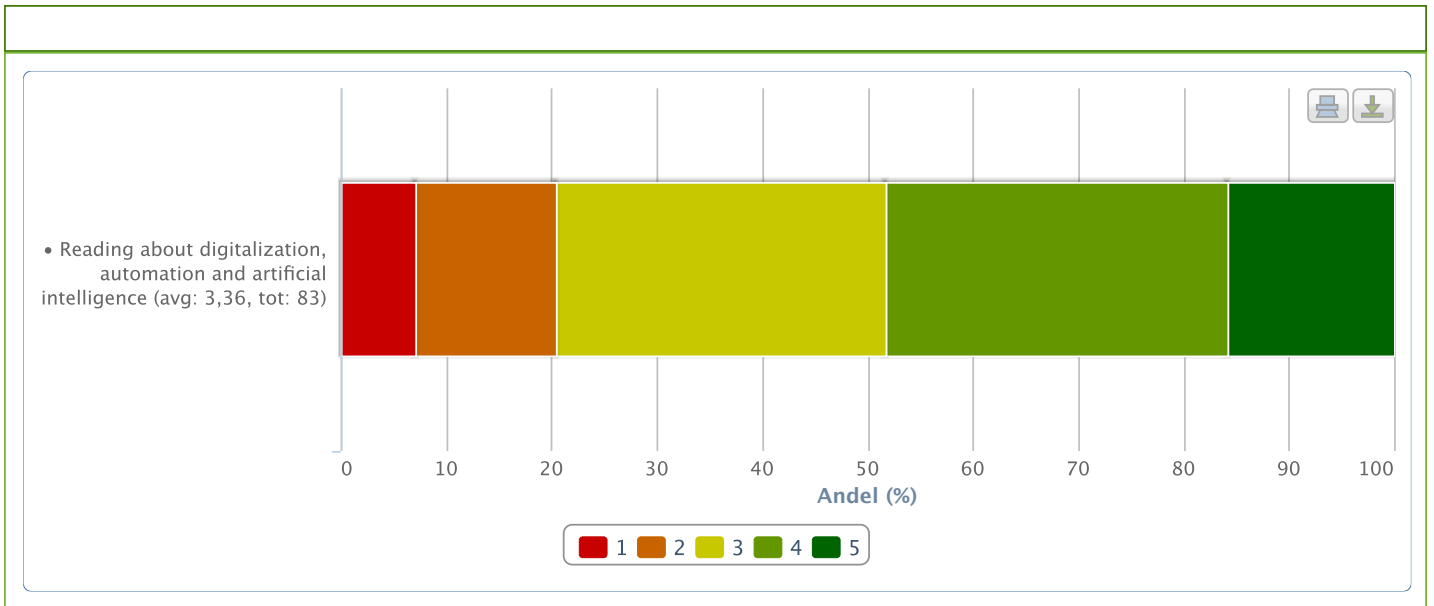
The role will assume further responsibilities and manage processes run by AI.

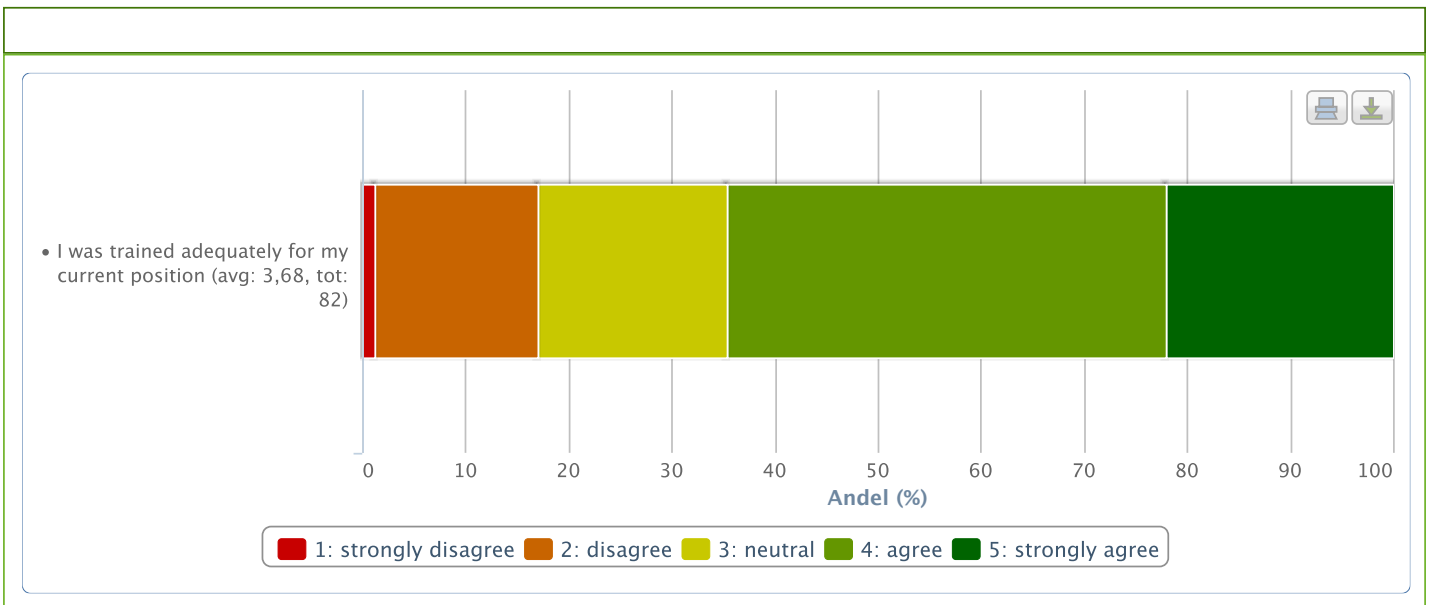
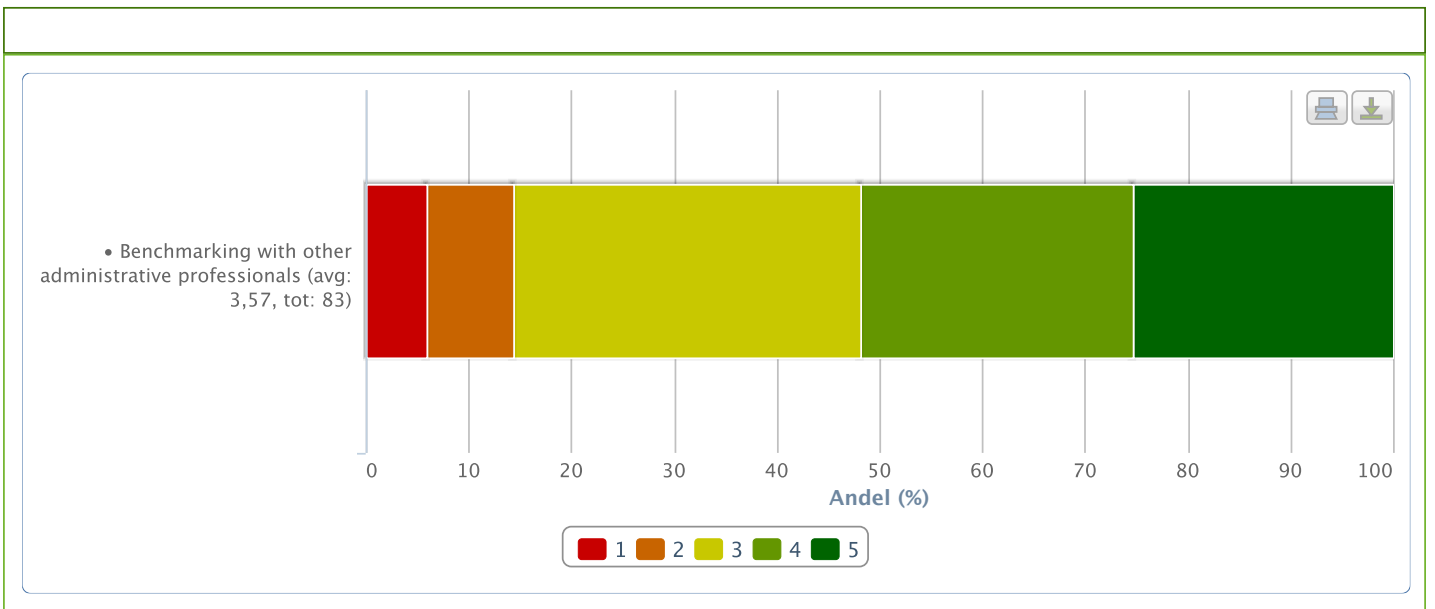
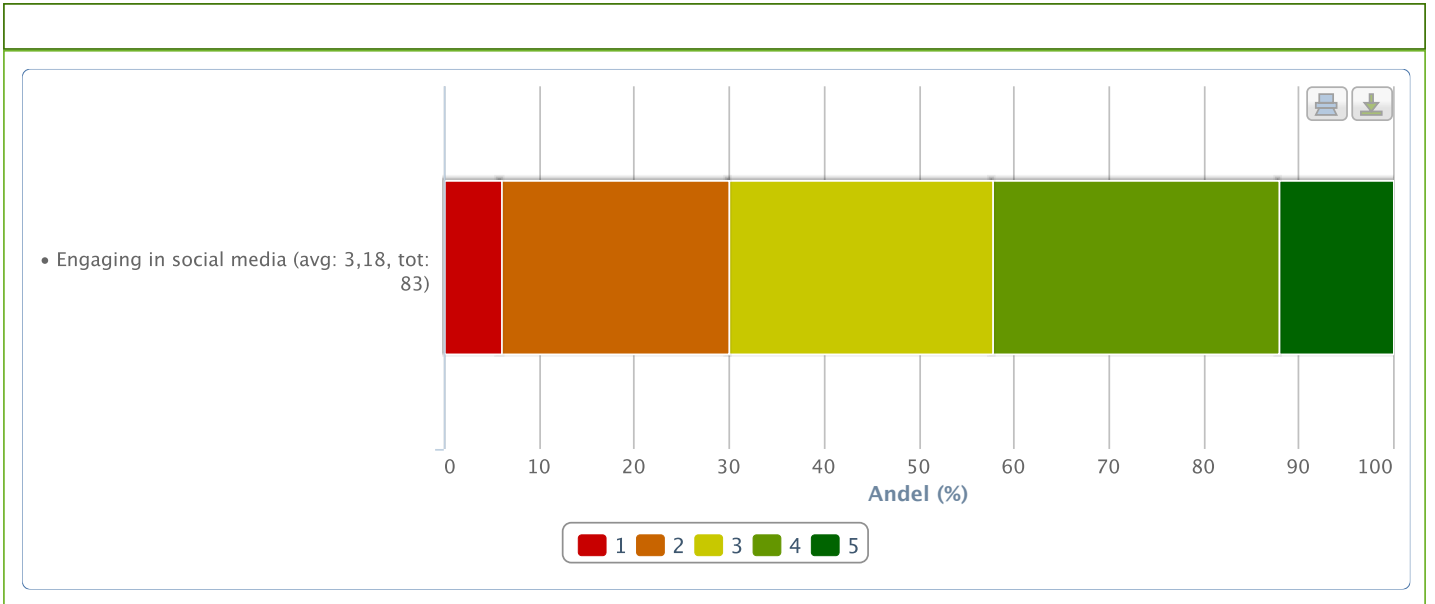
The role will be even more important

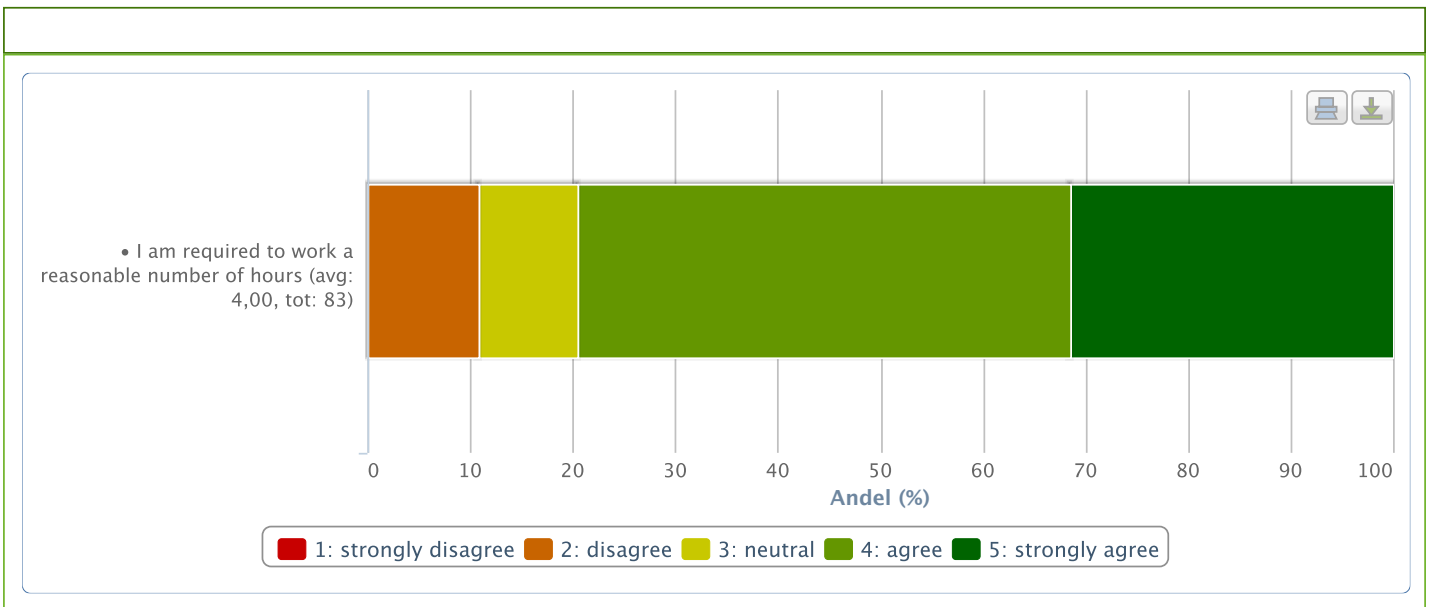
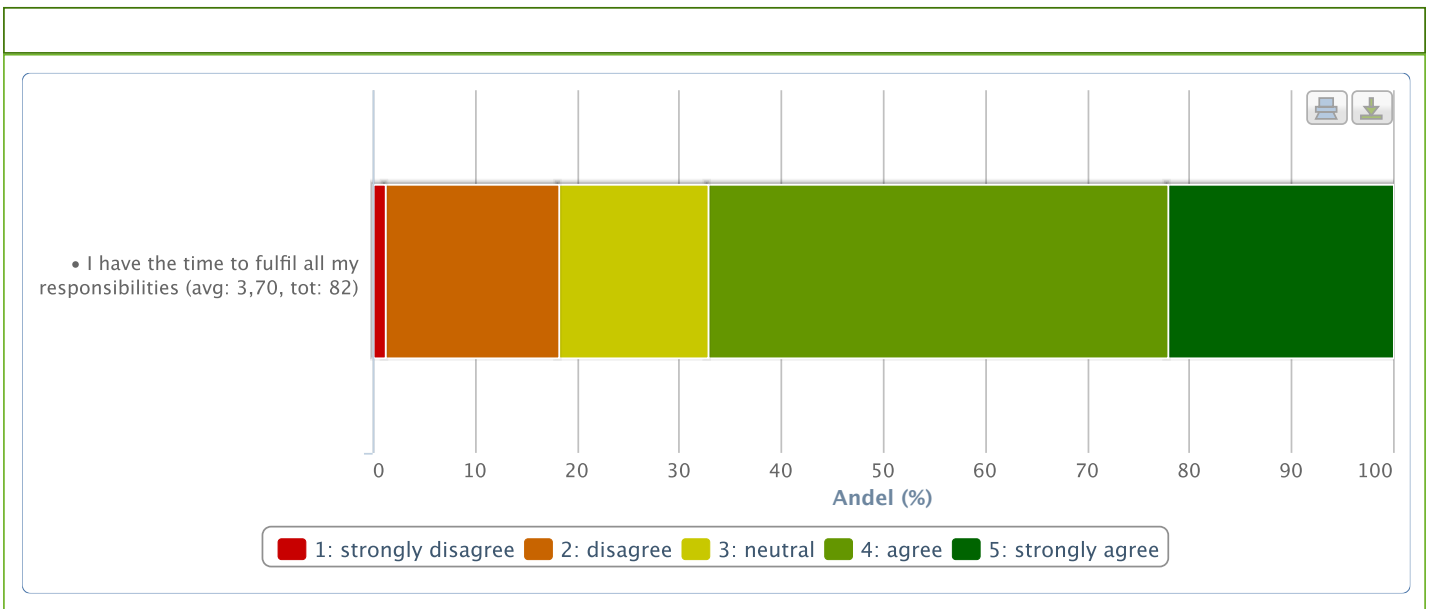
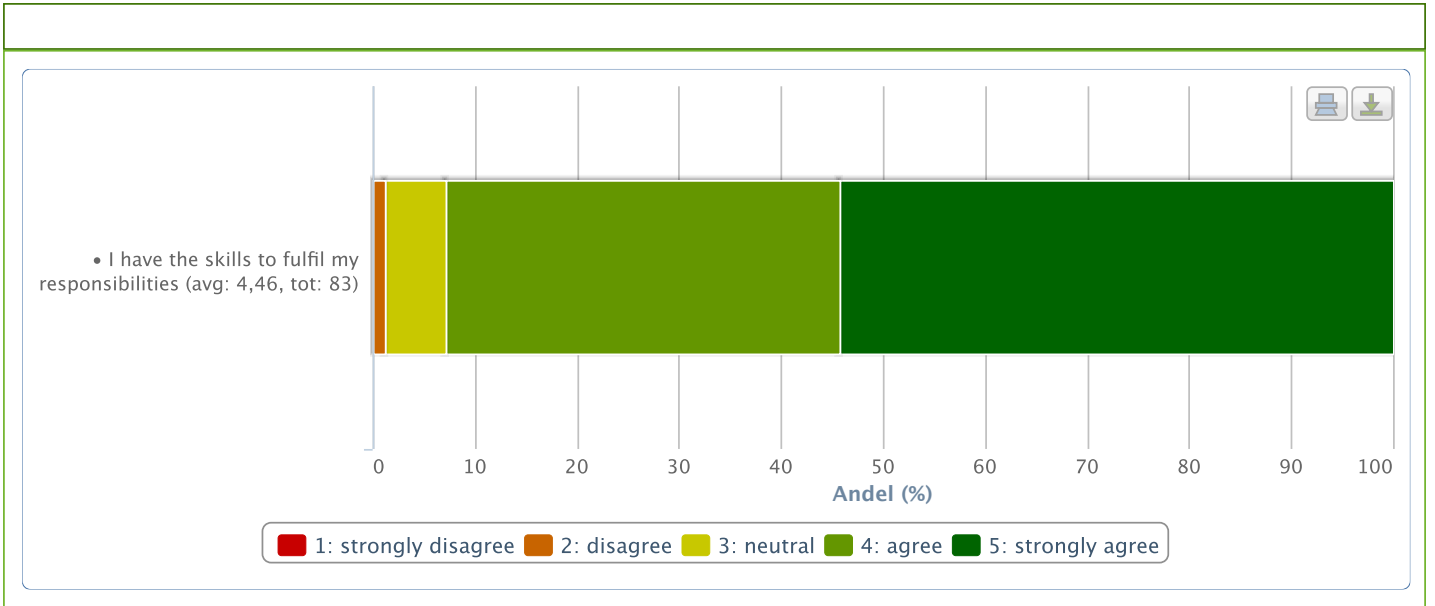


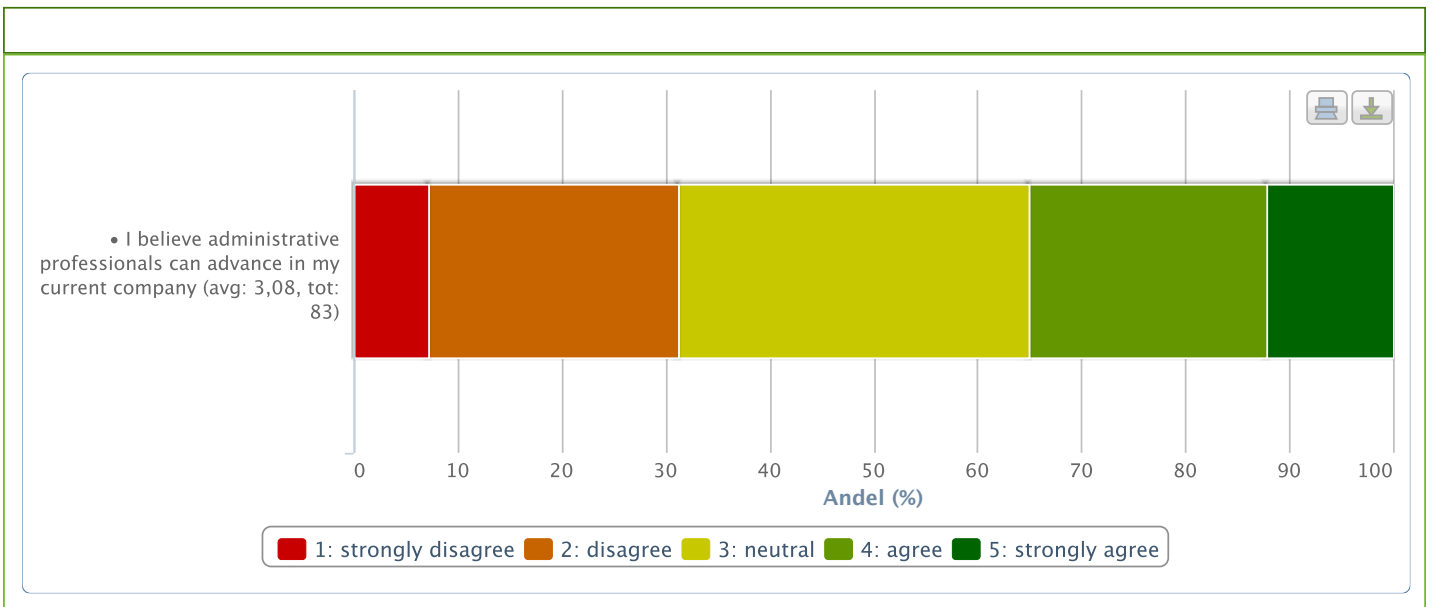
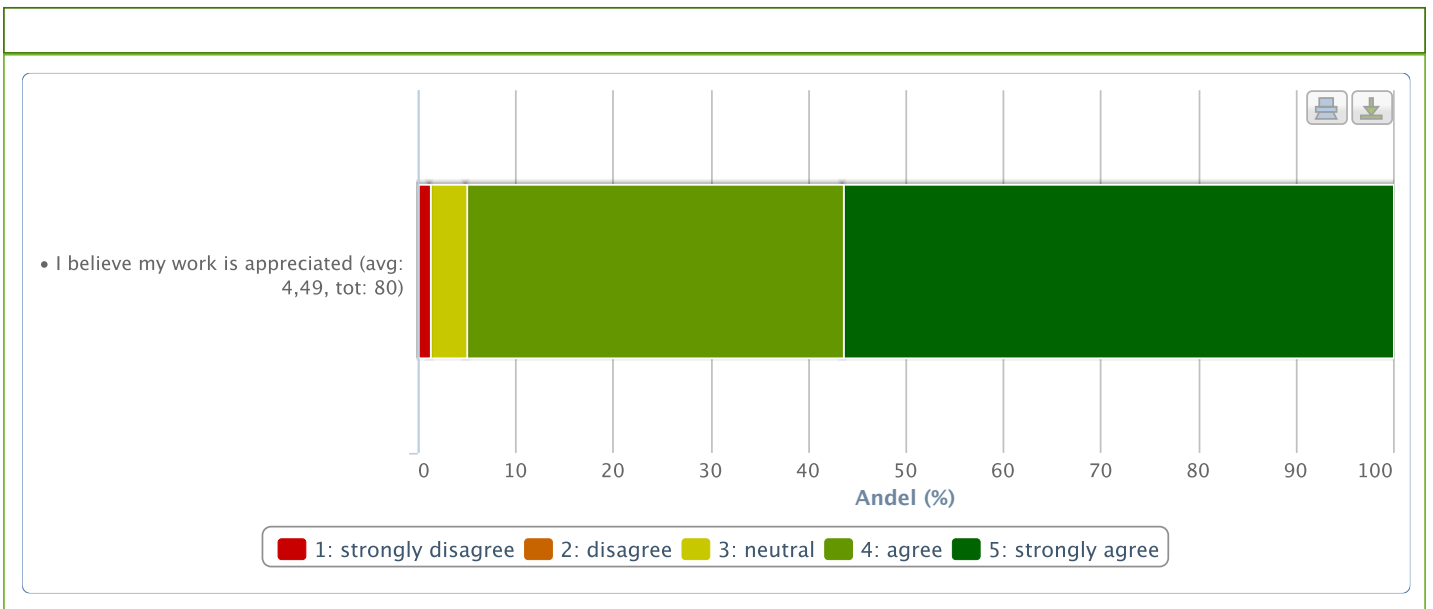
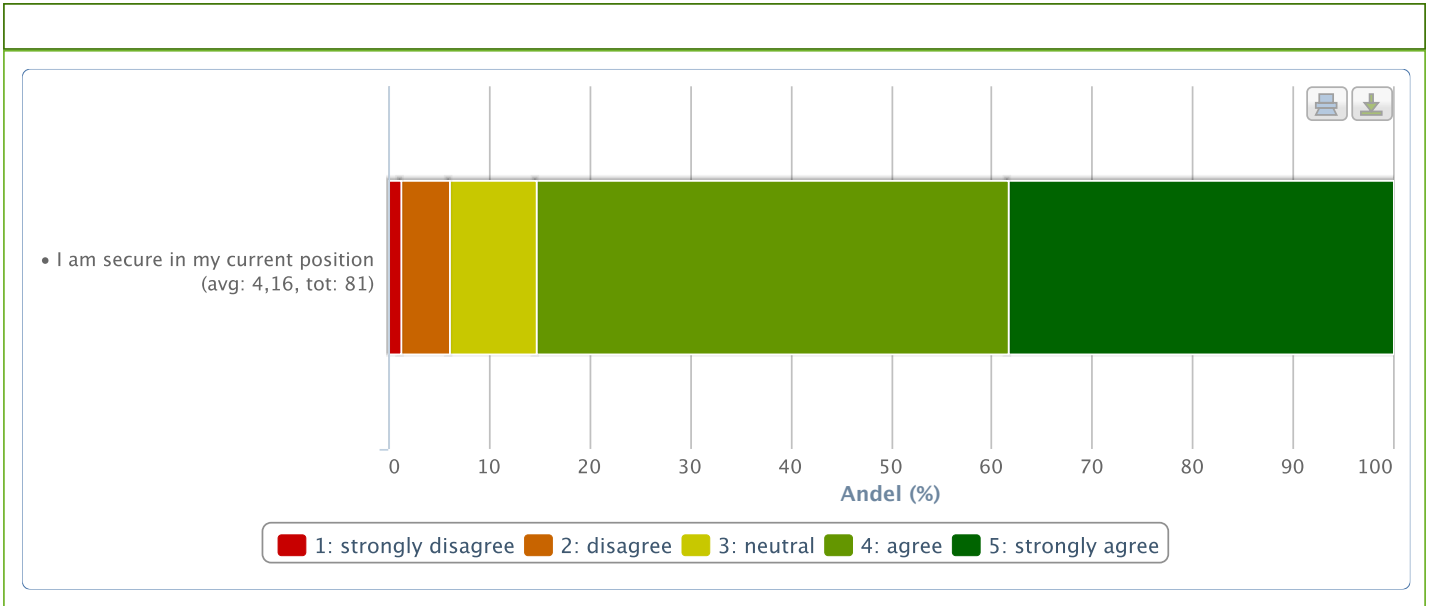


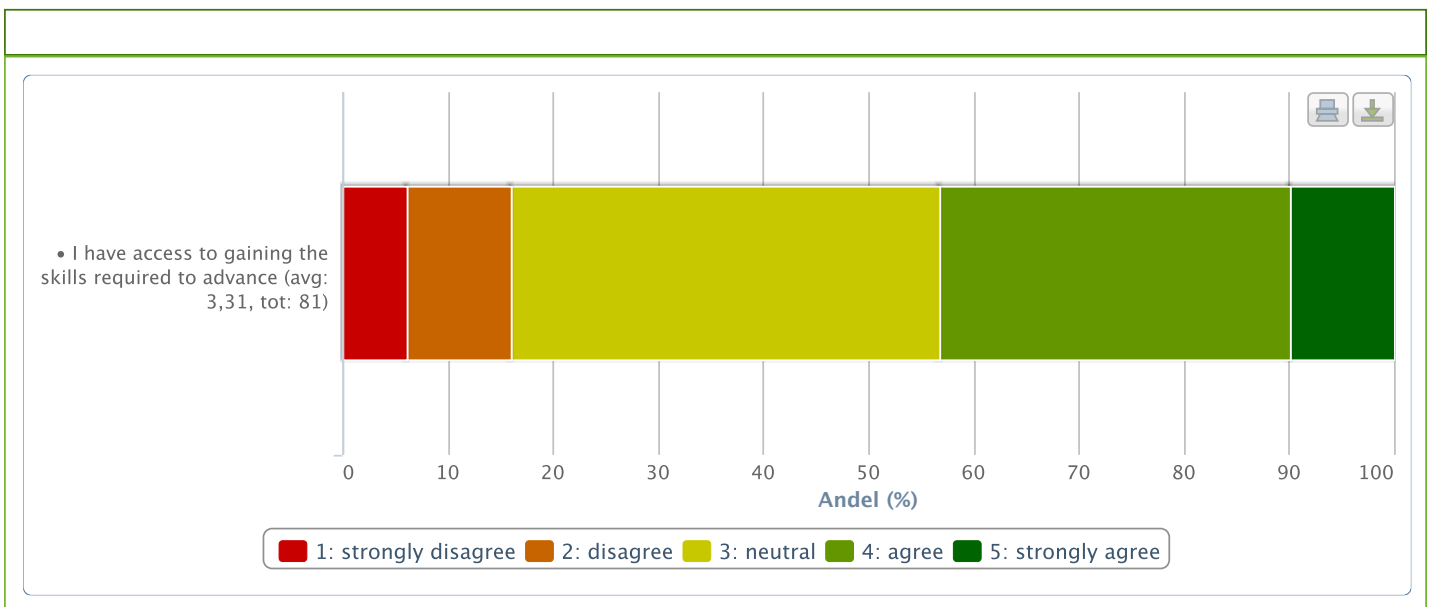
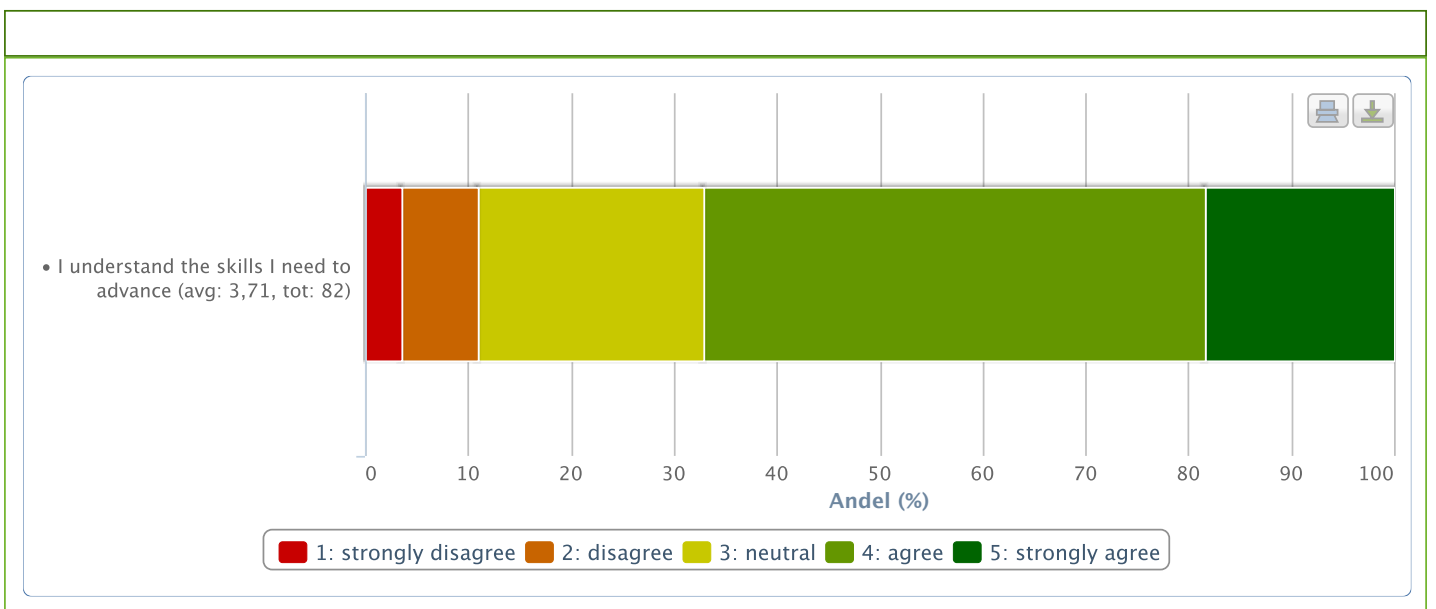
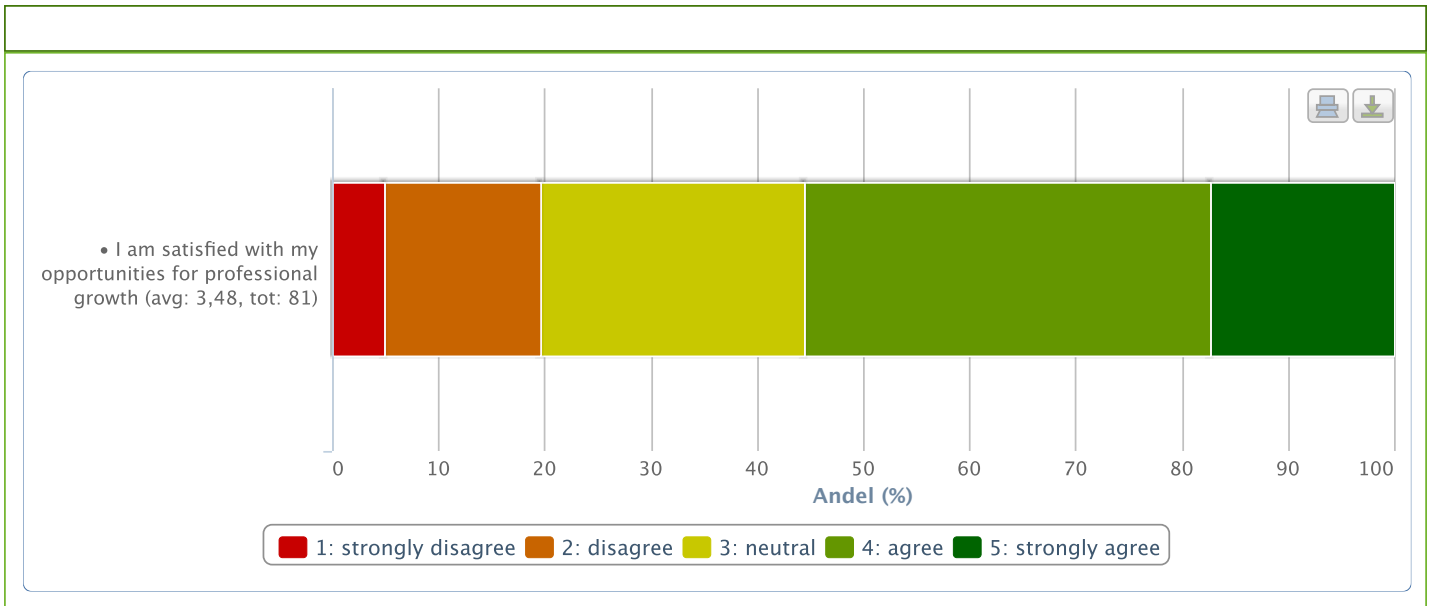


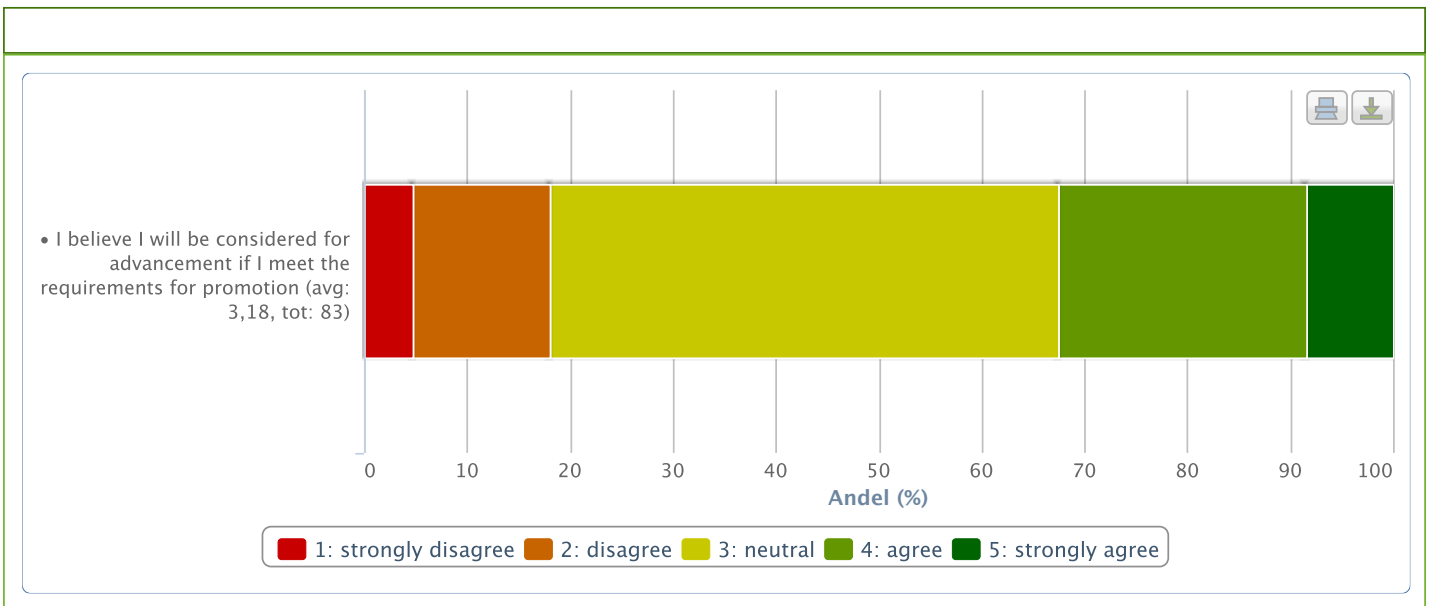
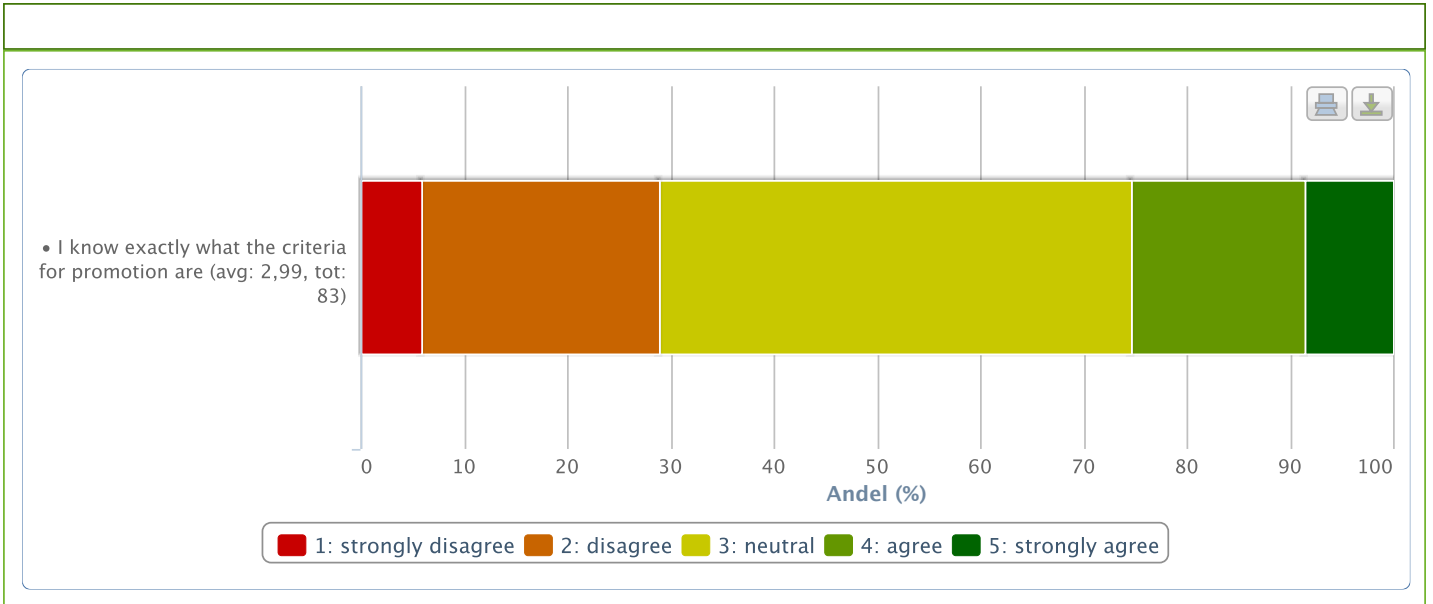












What skills do you still need in order to continue your advancement?



If you answered "Other" above please specify

Svar 13 st. :

My company doesn't want to put any effort to develop any advancement for my service, so there for I don't know what skills I need, but it would be fun to learn more.

Currently holding two roles, difficult to do both, have suggested a split but HR/Management has declined.

Communication (internal and external)

There is no advancement at the University where I work. I have the highest position as Executive Assistant. Previously I worked as Group Manager at a Private Company but that position at the University would require a business degree in each subject where I would be a manager + accounting.

Planned advancement was cancelled due to new, lean, organisation model. Less professional tasks ("musts here and now") then takes time from the more professional and strategic tasks that I'm qualified for and experienced in. Managers don't mind doing their own administration as long as somebody else runs the daily office routines.

I will turn 60 next year and I see no possibility to advance in my current company. However I'm quite satisfied with my current position. However I will of course try to gain more skills, both for myself but also for my company and those I work for.

Advanced English

The executive assistant role is the highest level of my profession at the firm. Cannot advance further.

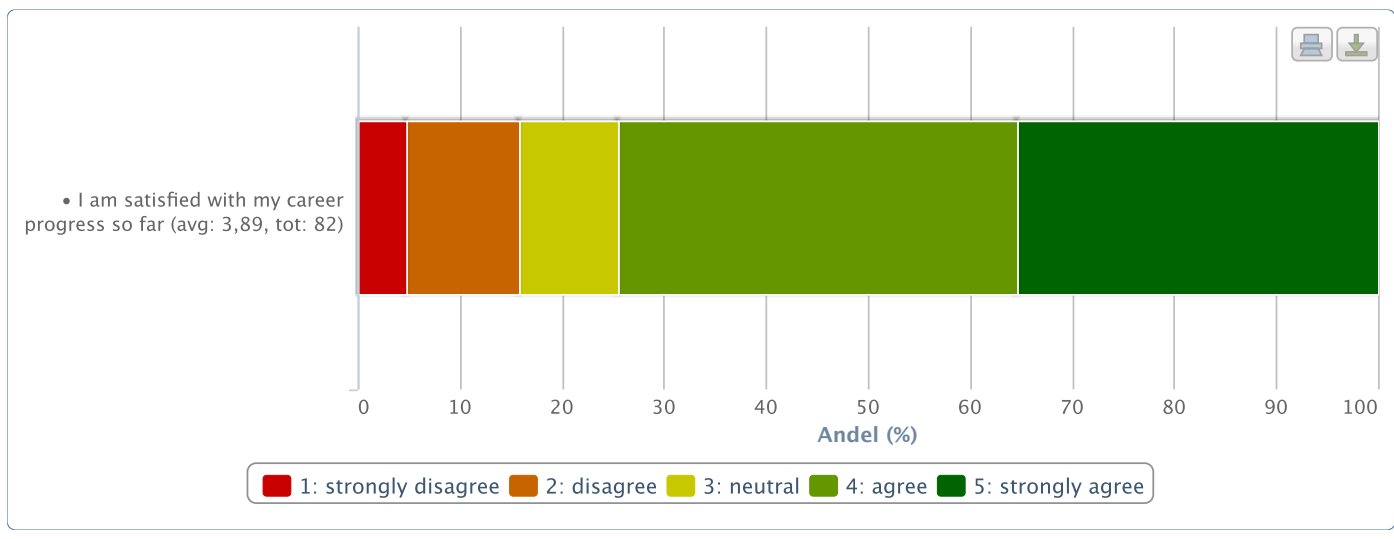
Communication

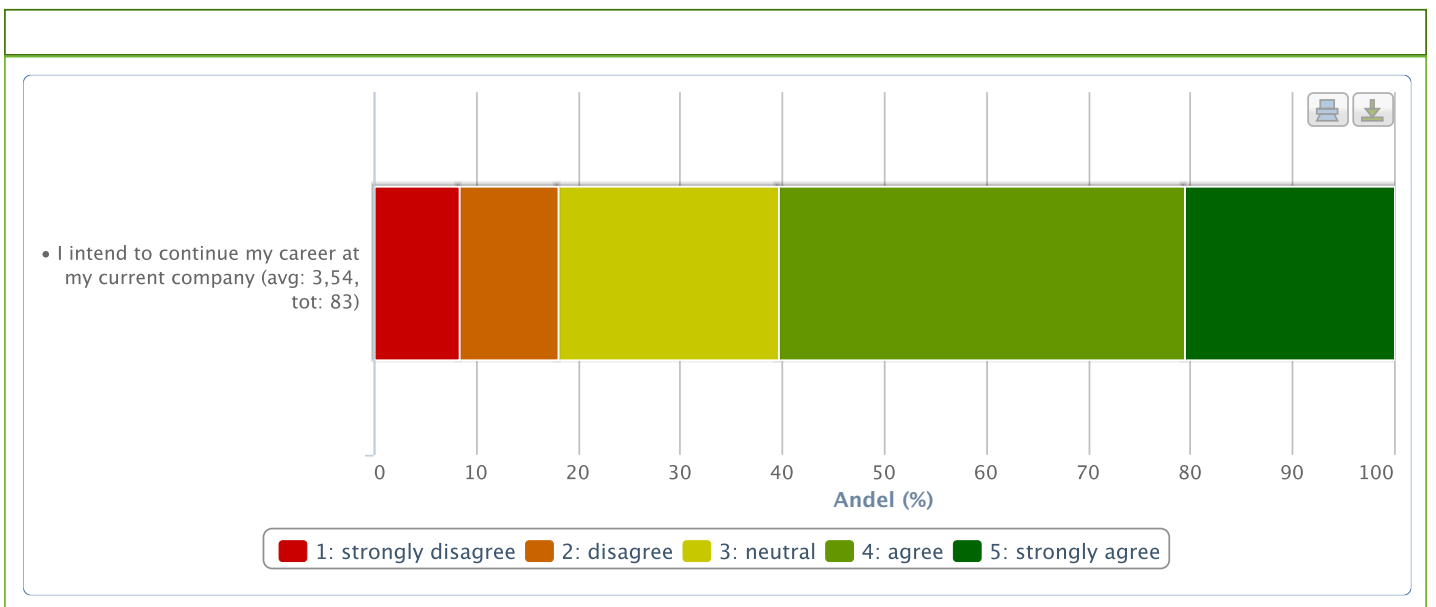
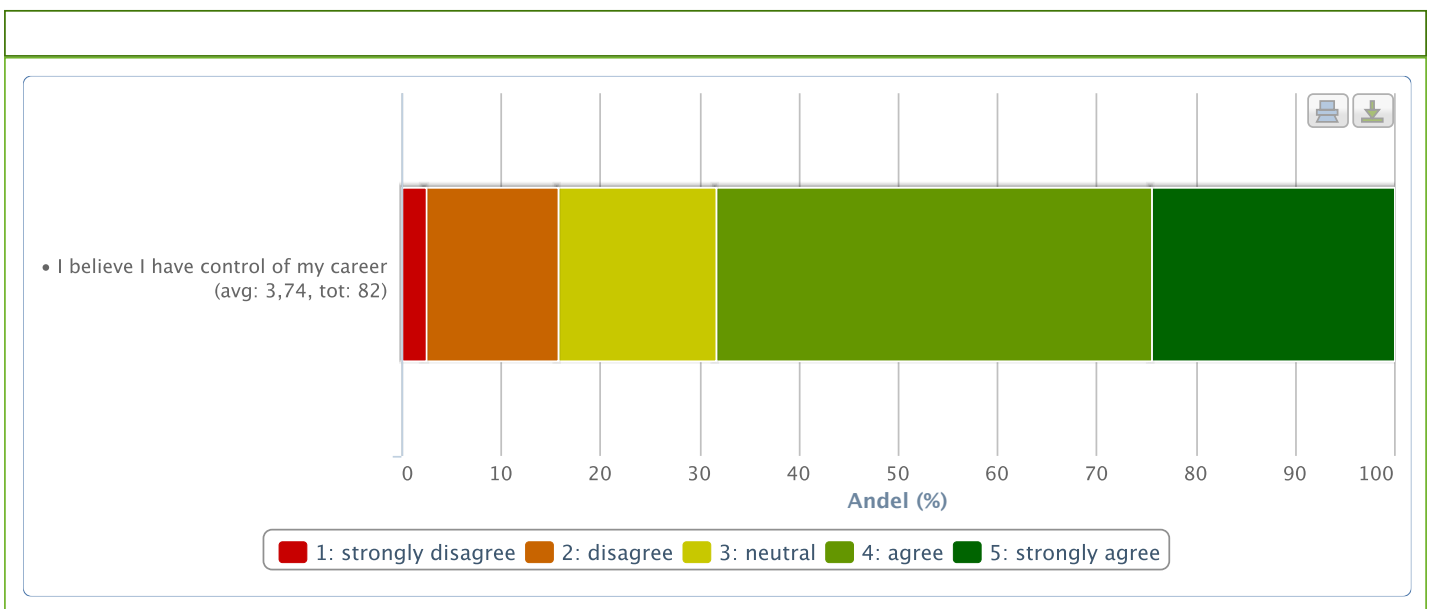
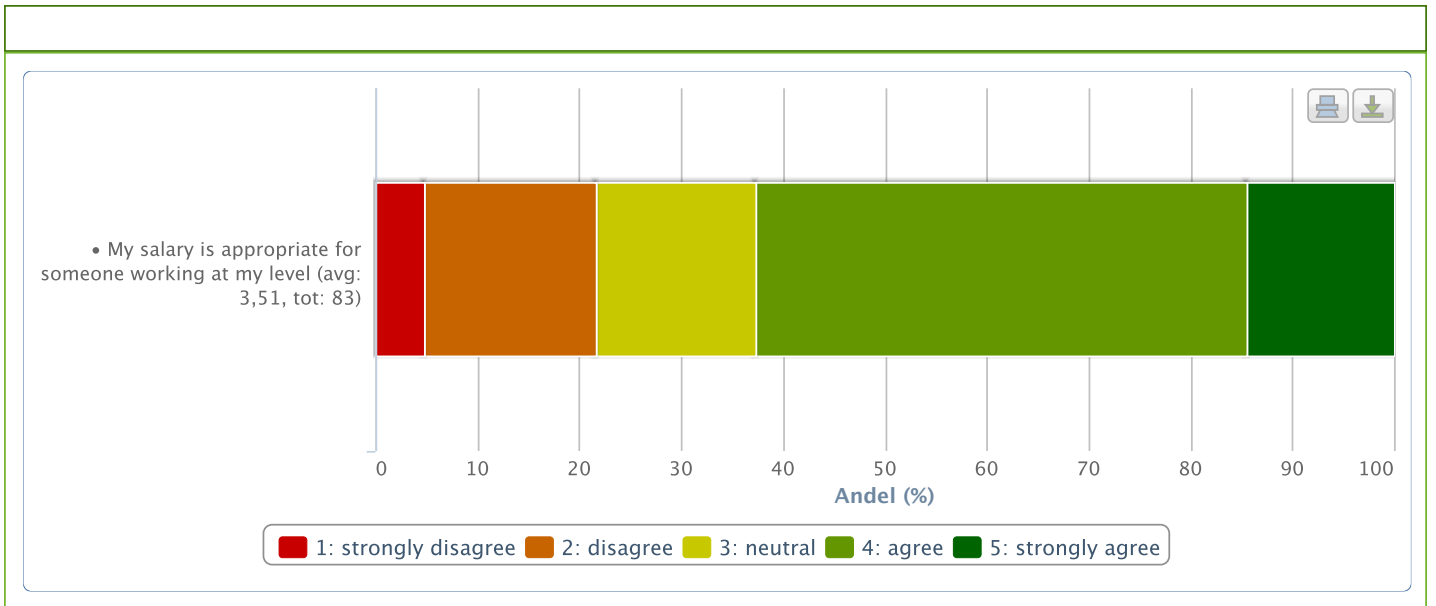
Digitalisation

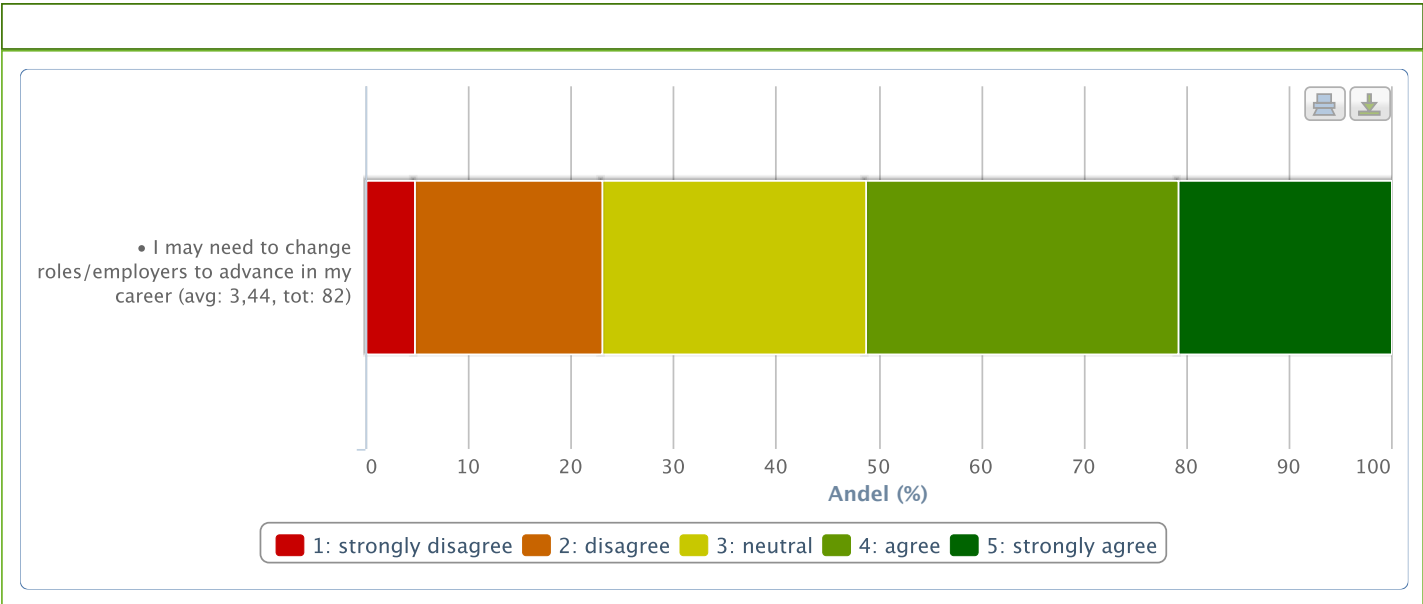
In my current company, there is no room for advancement due to organisation (no other executive assistants in the company)

Negotiation techniques

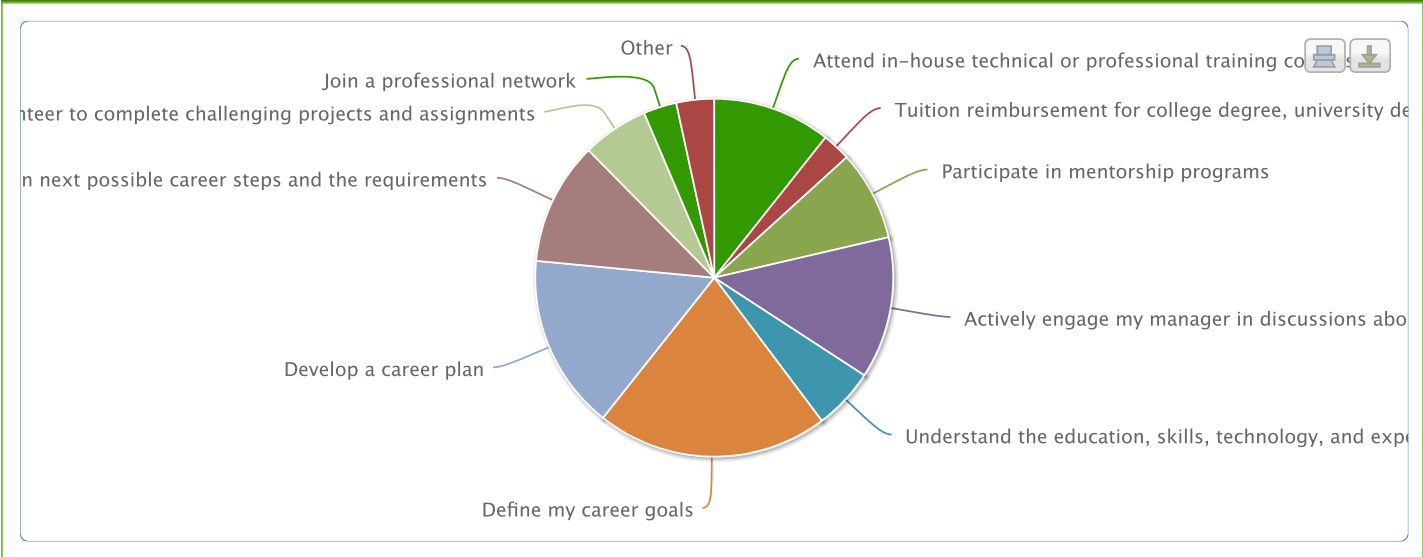
I am a new Manager, but no possibility (today) to learn more about leadership as training etc.







What do you need to improve or accelerate your career development?



If you answered "Other" above please specify

Svar 8 st. :

I plan to retire 3 years from now; no plans for career development

I am satisfied with my career and will stay here the last 2 years before my planned retirement

Evaluate my current position and be open to new ideas and openings.

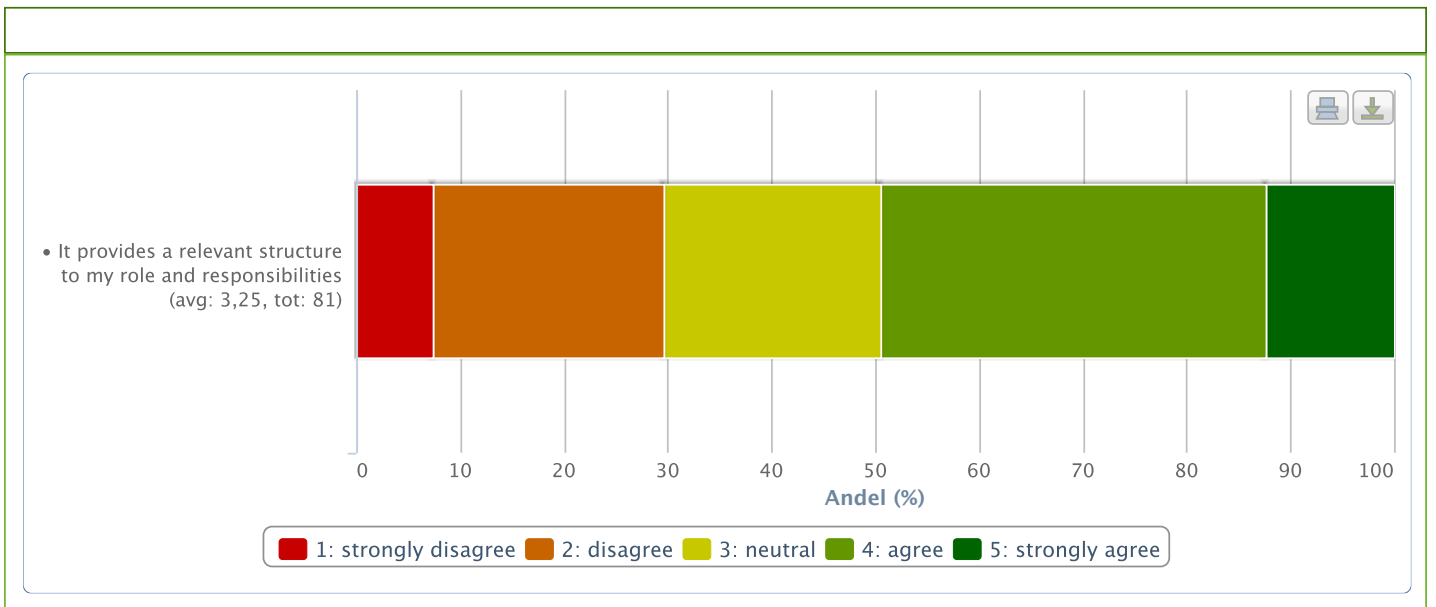
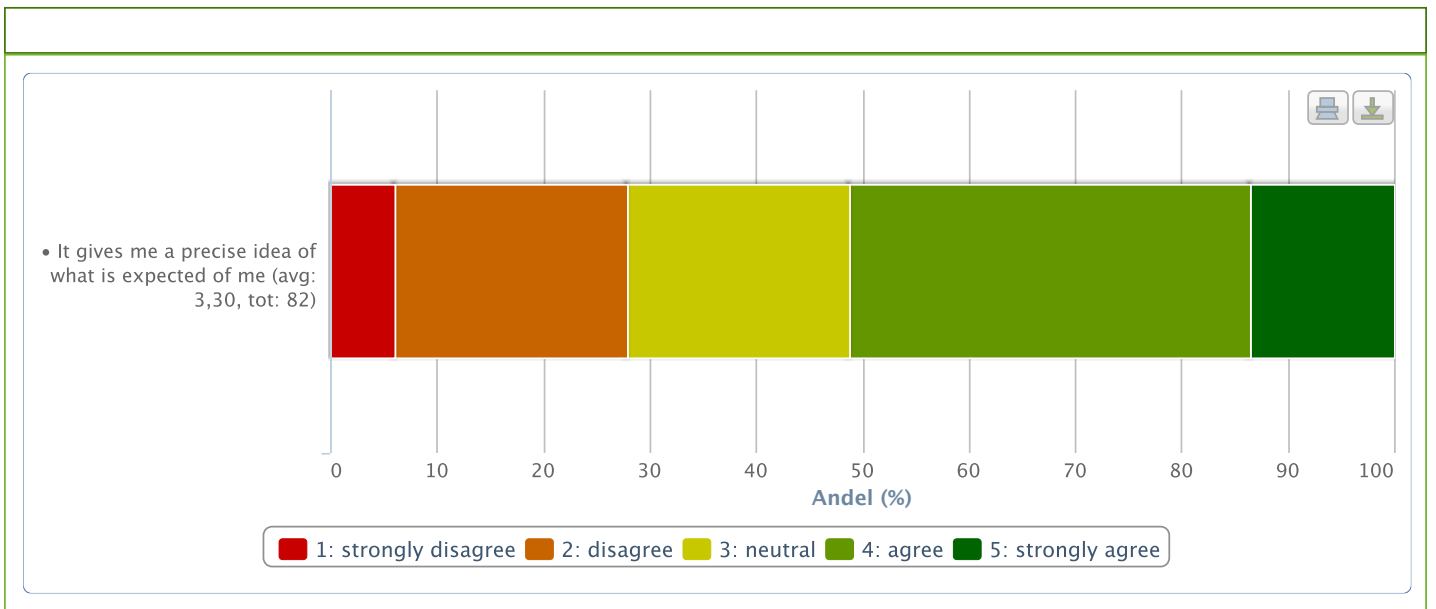
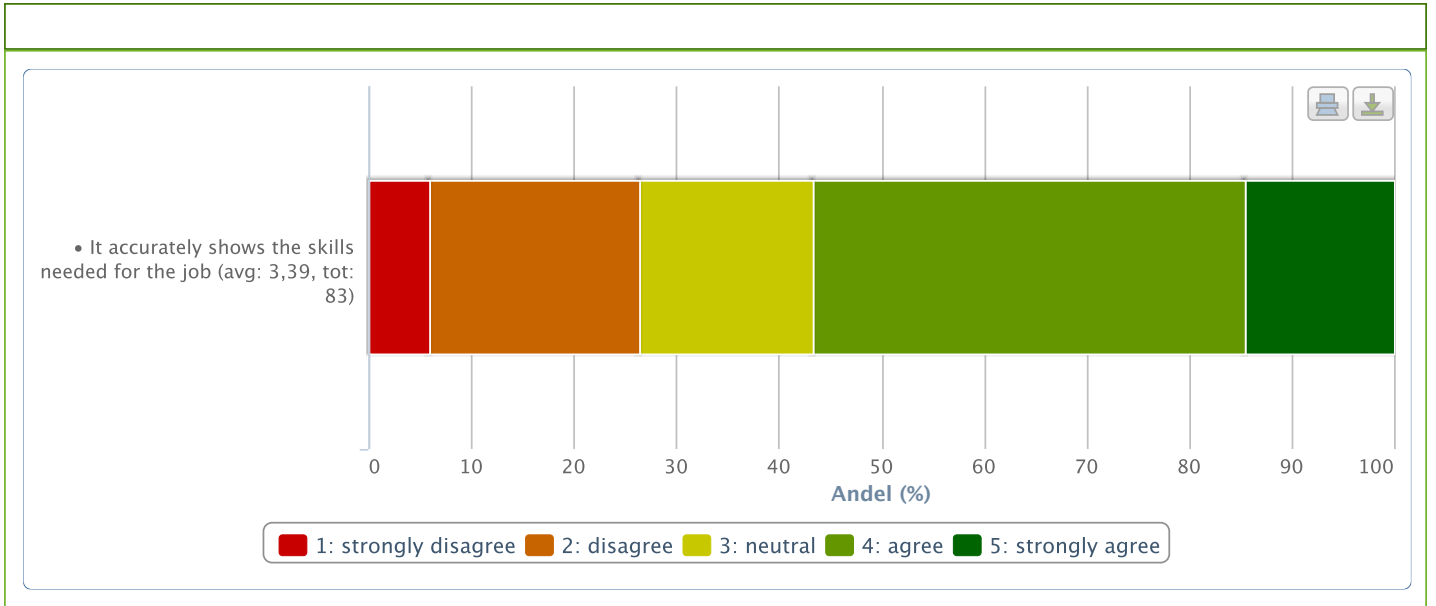
Find a leadership job at a private Company. Before that perhaps take a few leadership courses to refresh my CV.

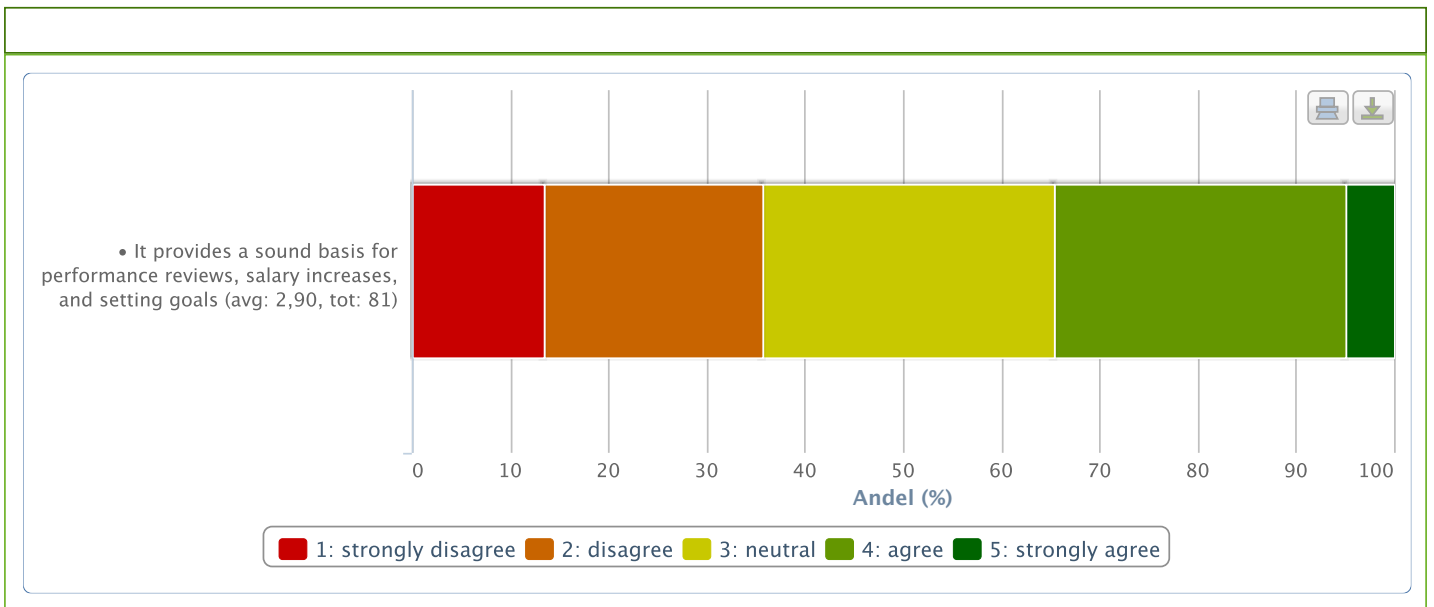
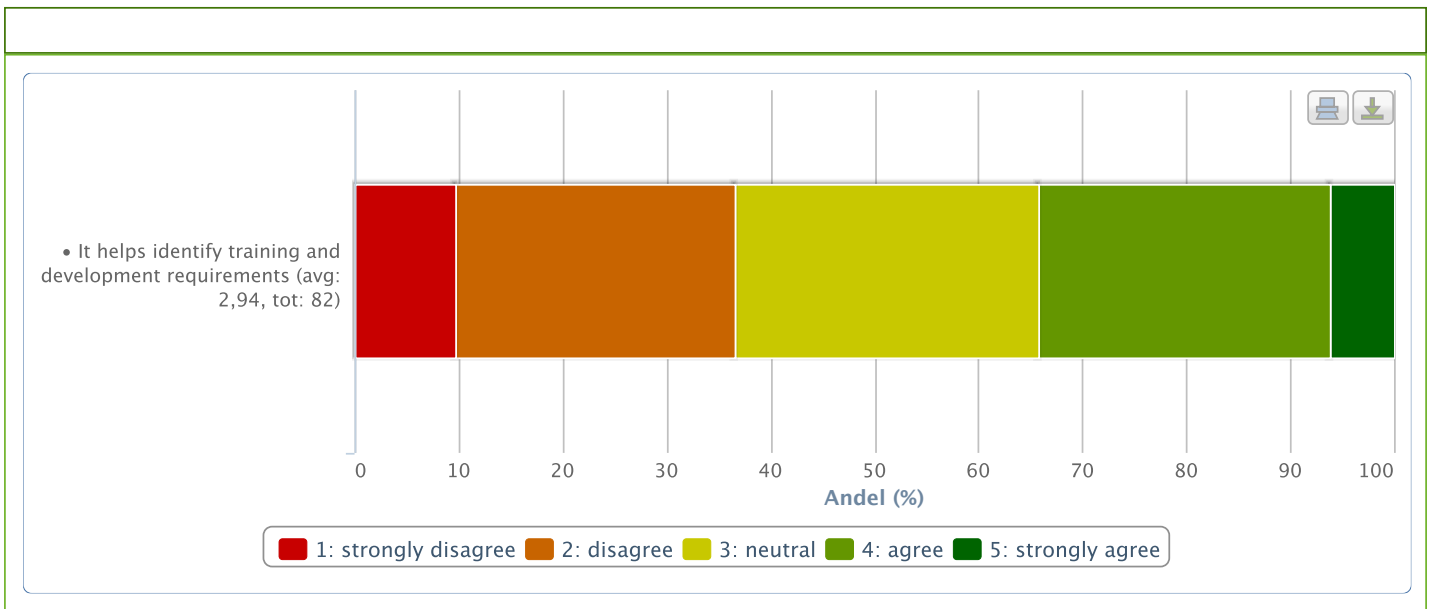
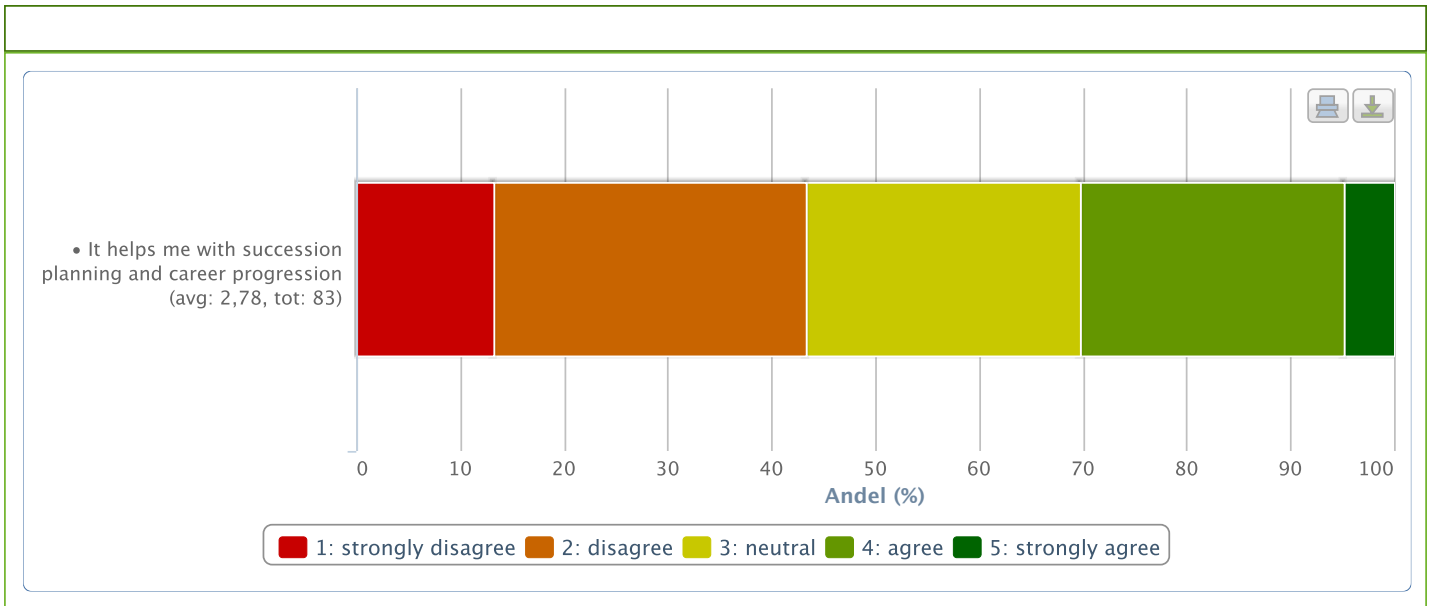
I will soon retire me (I am 63 years old)

See my previous comments

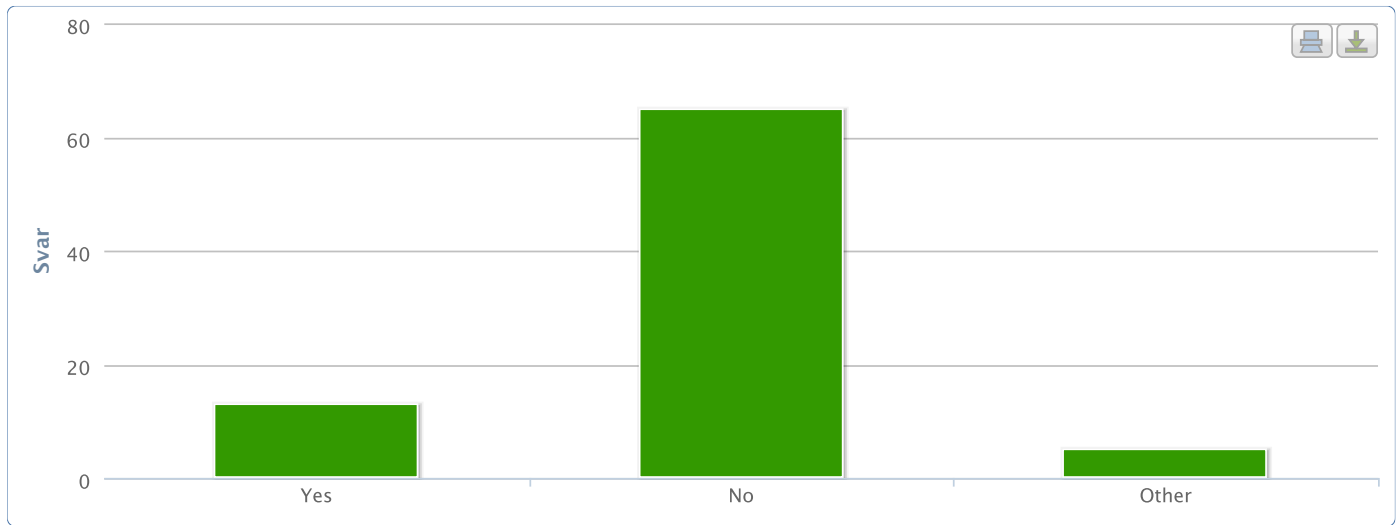
There is no career development if I stay in the firm, but I do not intend to leave.

I do not know!





Does your company have a development plan for administrative professionals?



If you answered "Other" above please specify

Svar 5 st. :

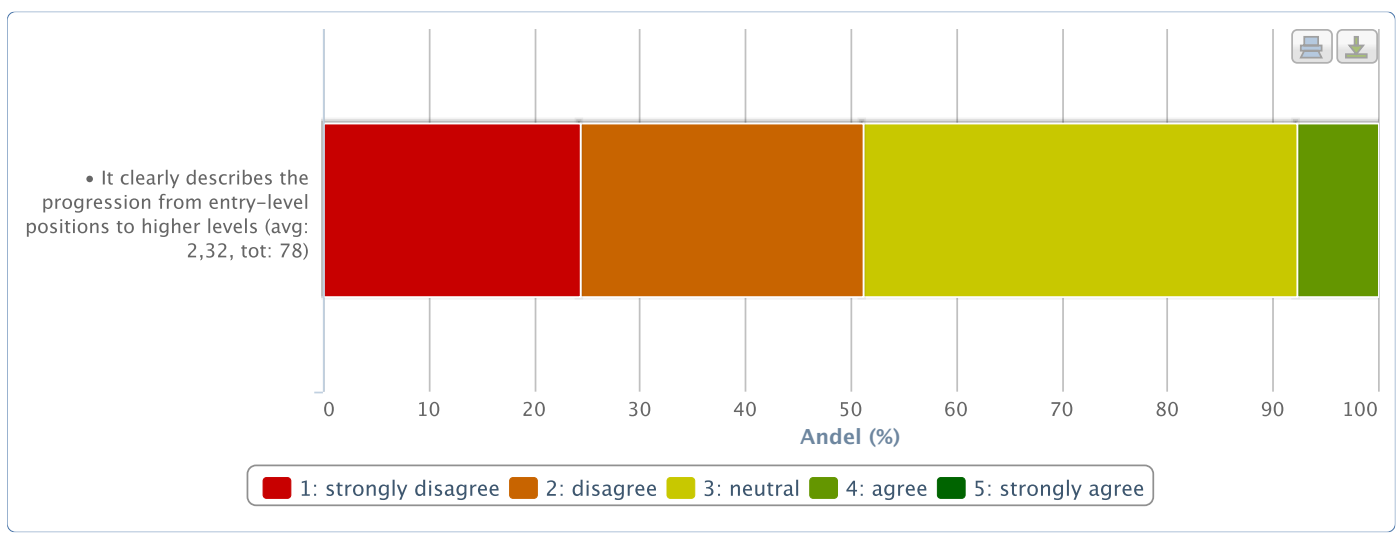
Not that I am aware of...

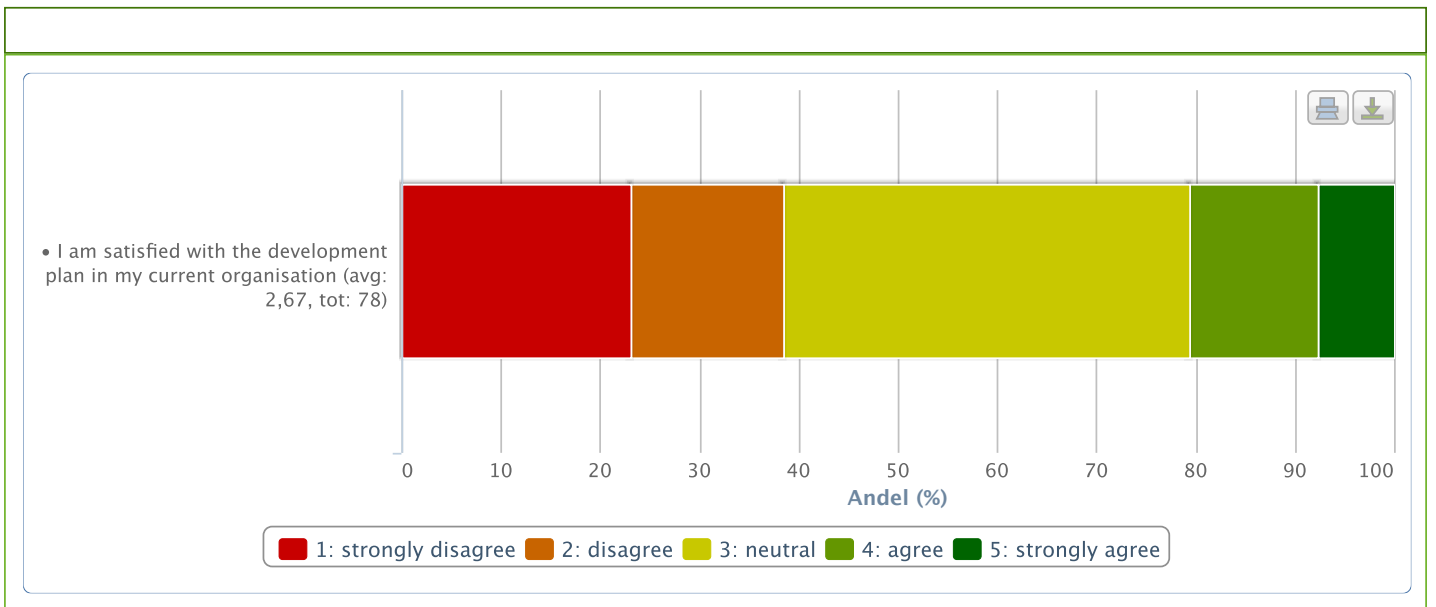
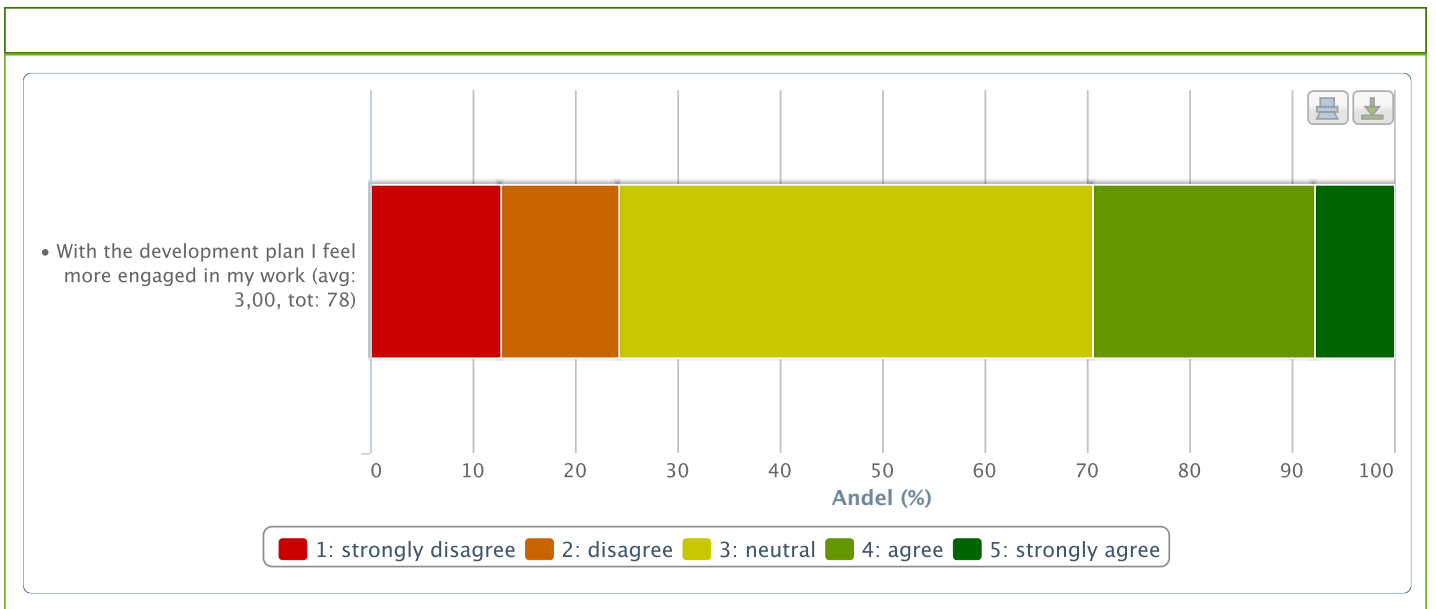
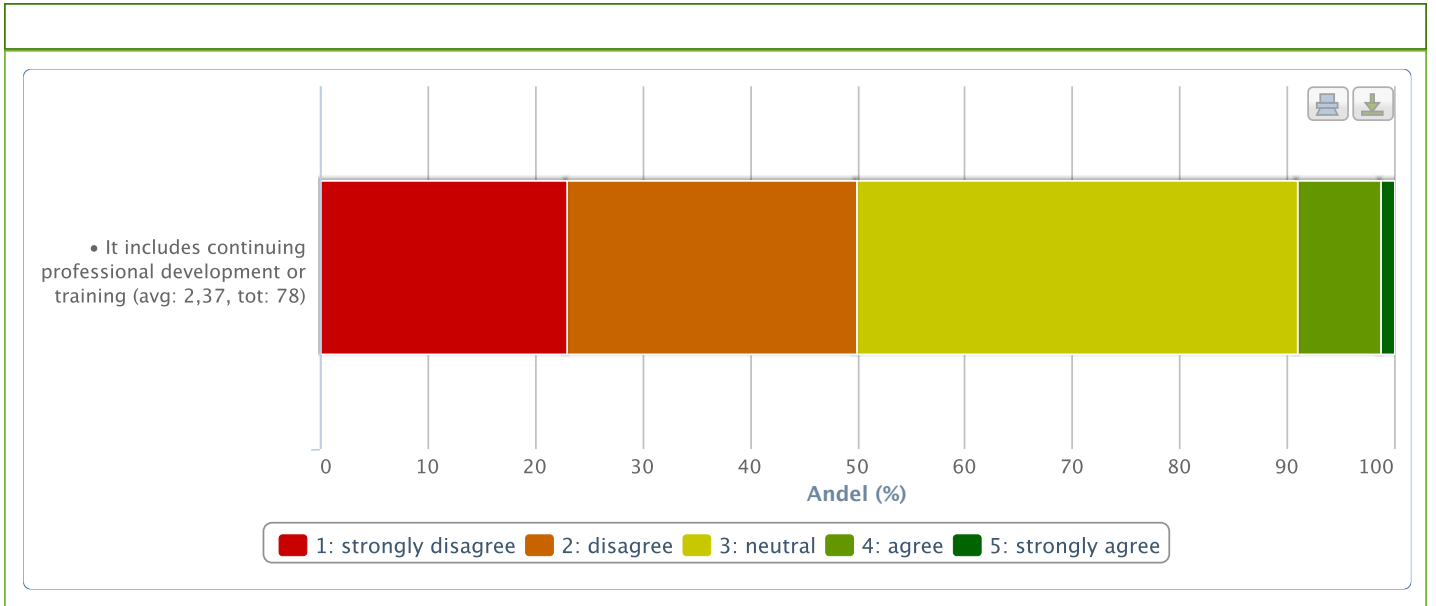
I don't know.

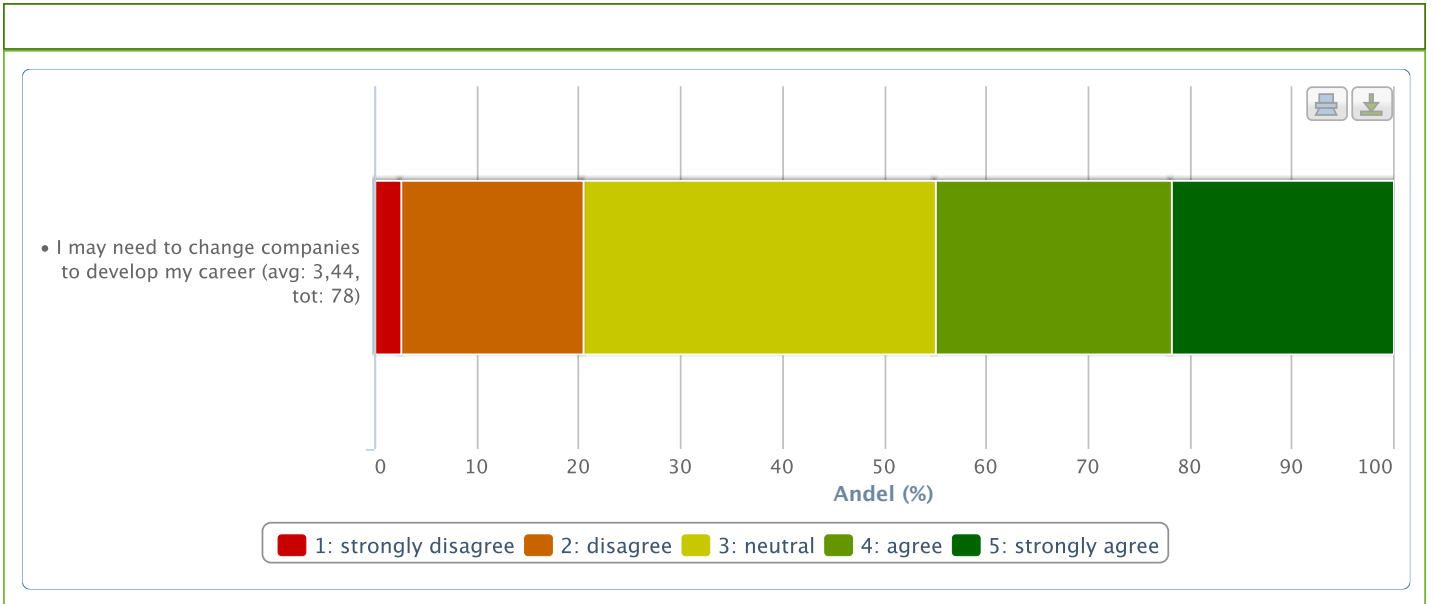
At my company, we have a training program, but not a development plan for administrative professionals. Last thing I heard was that it has been discussed with some HR executives on the highest mgmt level so things may be improving the coming years. Who knows?

A development plan within the role. Replying netrual below since we cannot progress to higher levels. There is only one level in administration and that is Executive Assistant. We only employ senior assistants.

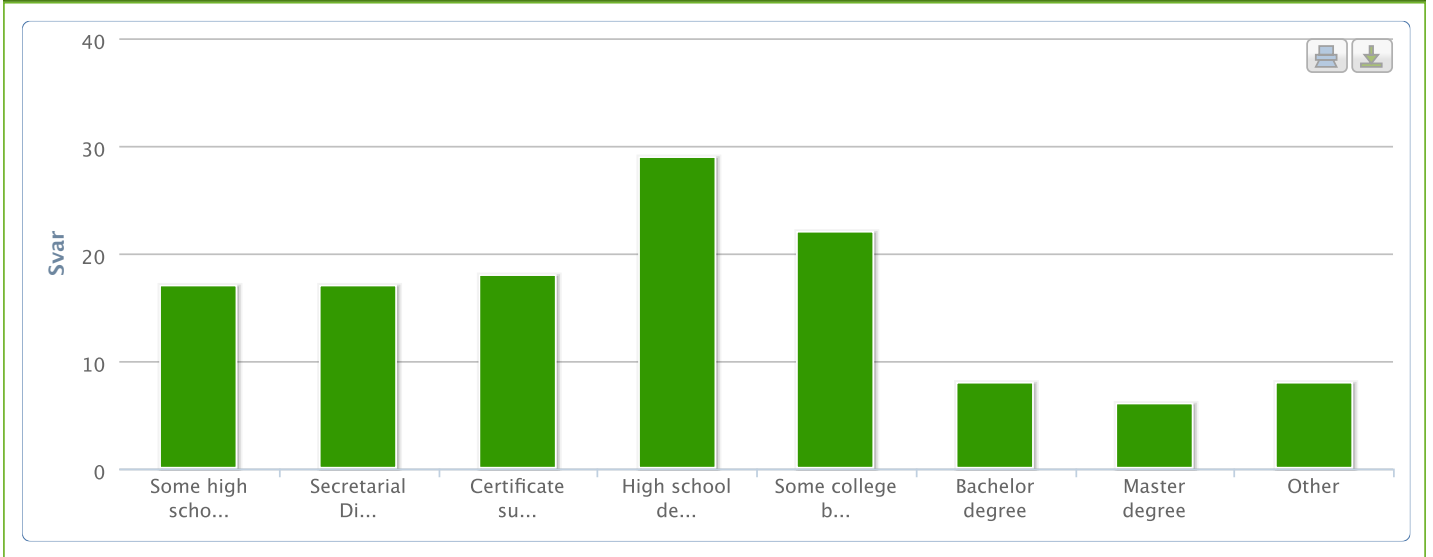
It is very much up to me to form the development plan but with a very engaged manager who supports me







What is the highest level of school you have completed or the highest degree you have received?



If you answered "Other" above please specify

Svar 7 st. :

Yrkeshögskola

Marketing assistant certificate.

Other professional training courses

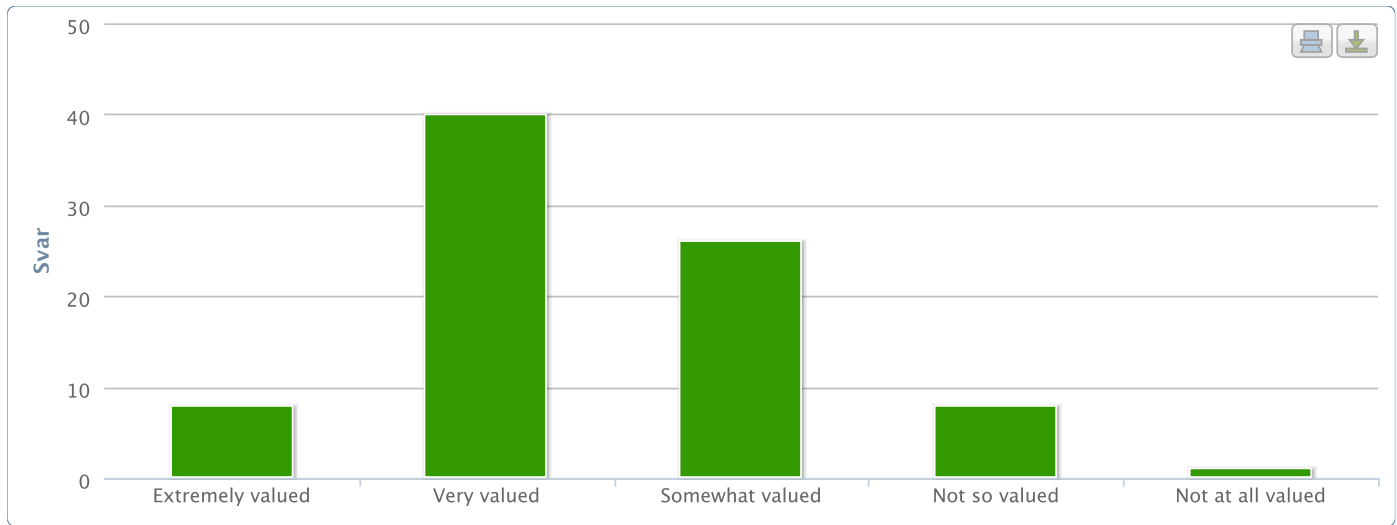
Studied English and French at university (foreign language)

IHM Affärsökonom, 2 years study 80KY

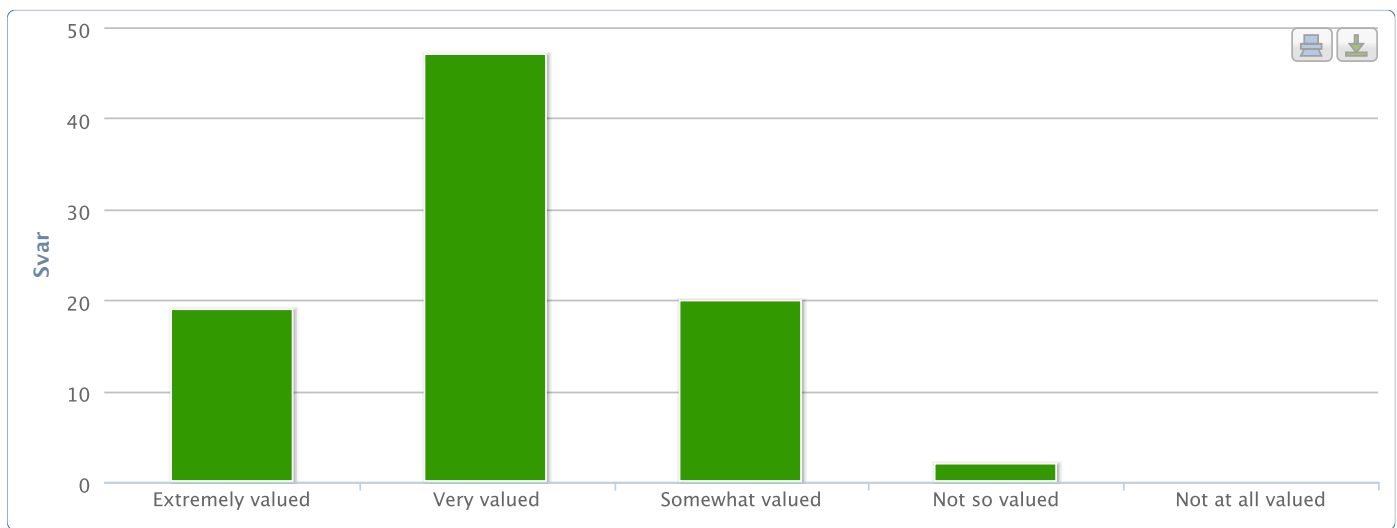
Commercial Institute - vocational qualification in Business and Administration

IHM Business School, 2 years full time

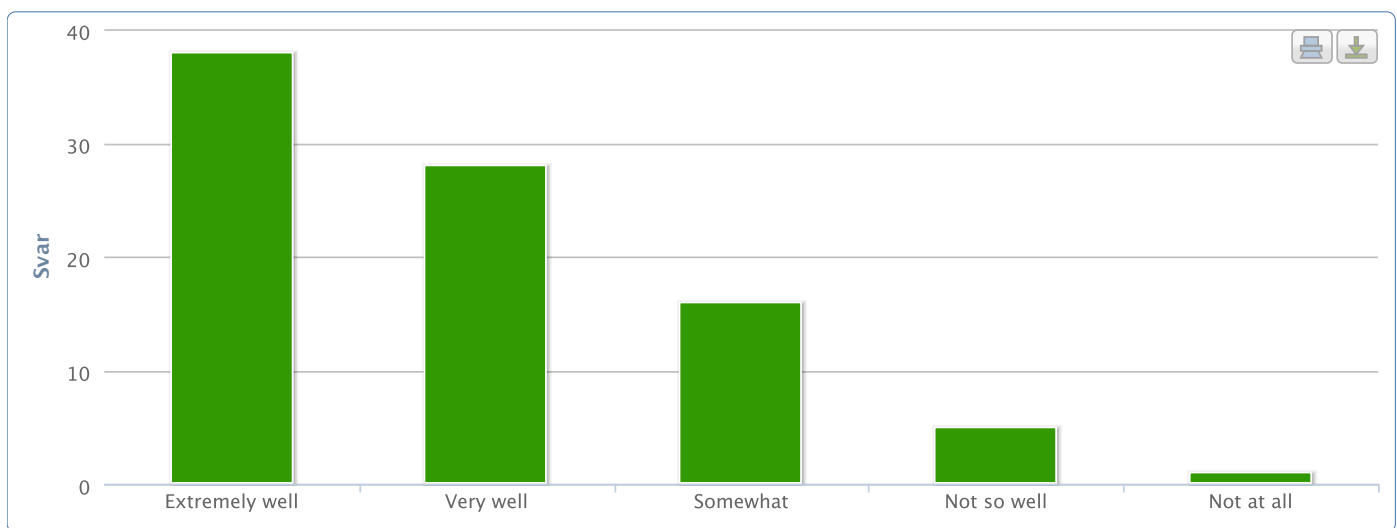
How do you perceive that others value the administrative professional role?

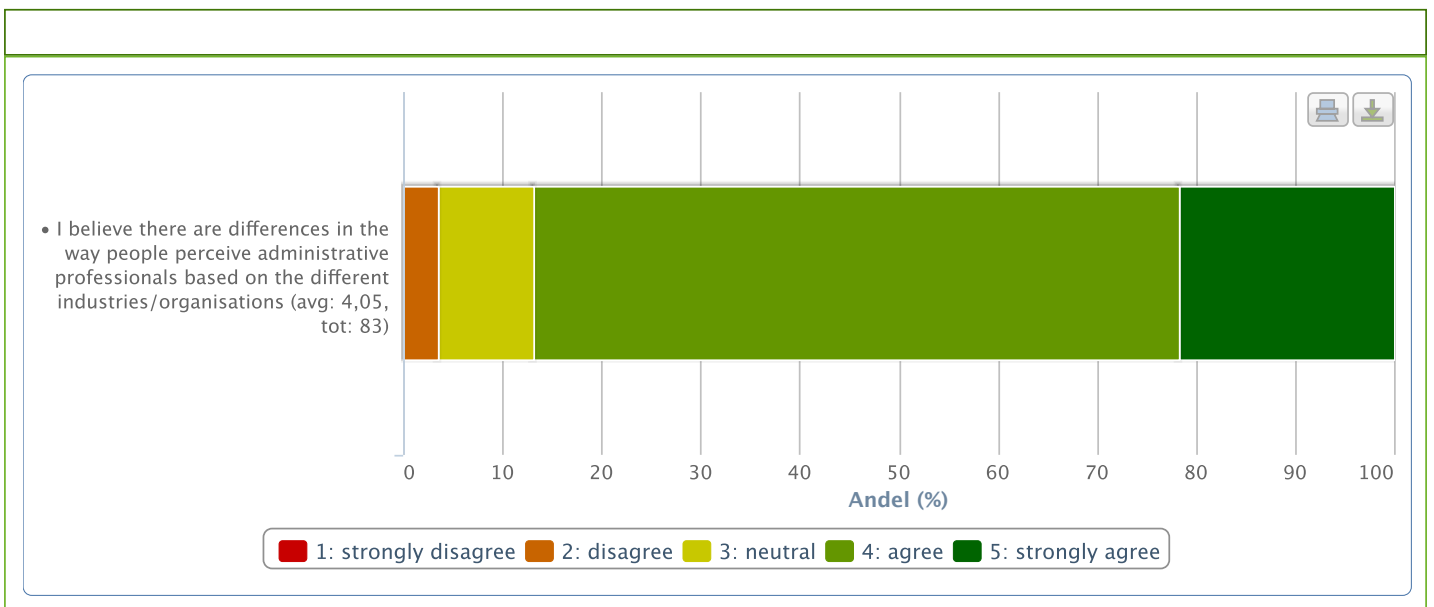
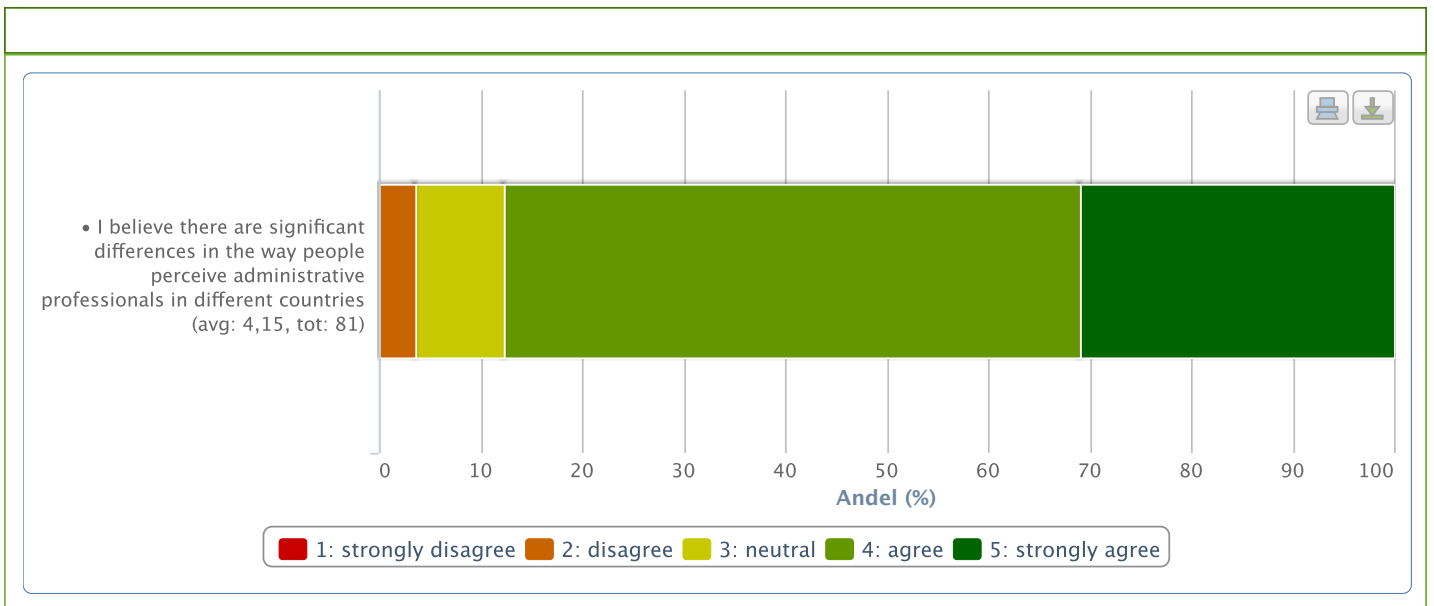
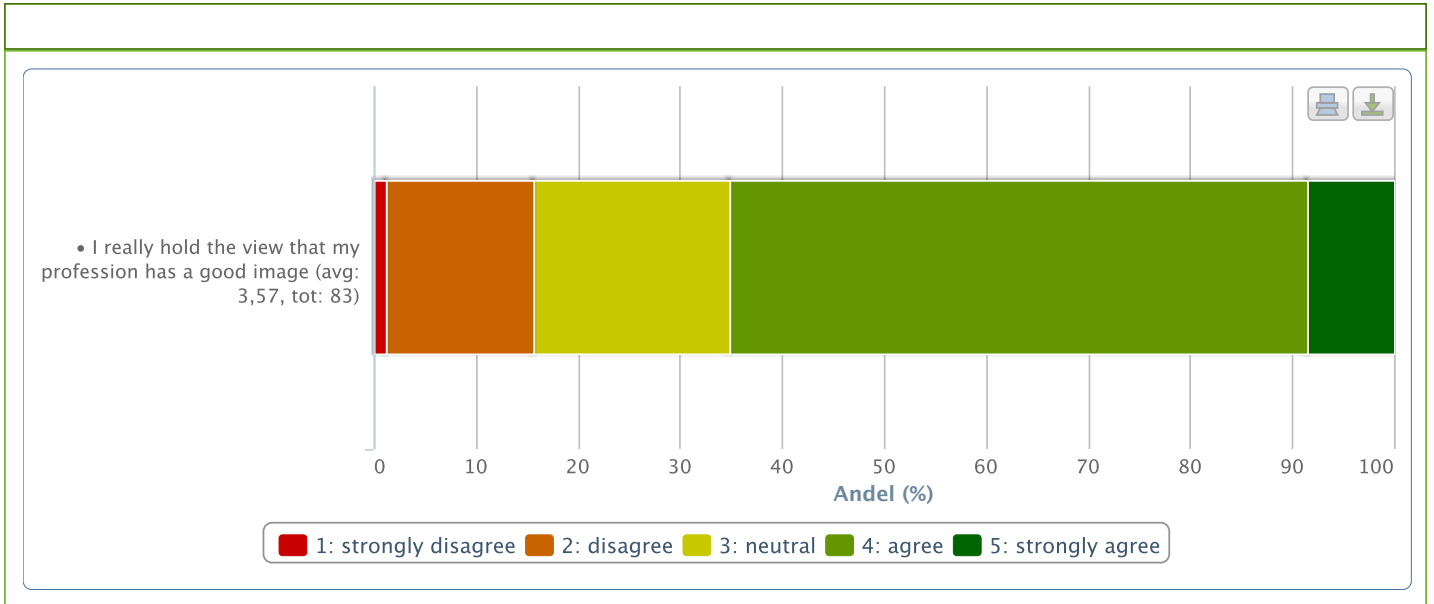


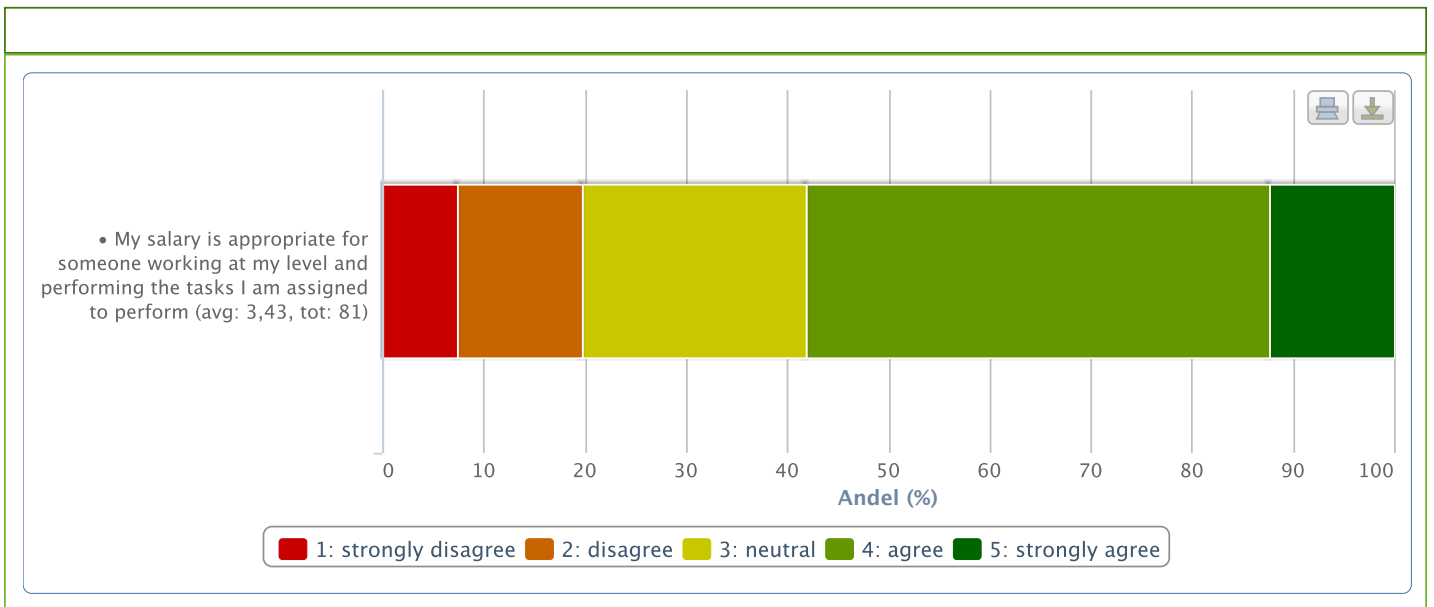
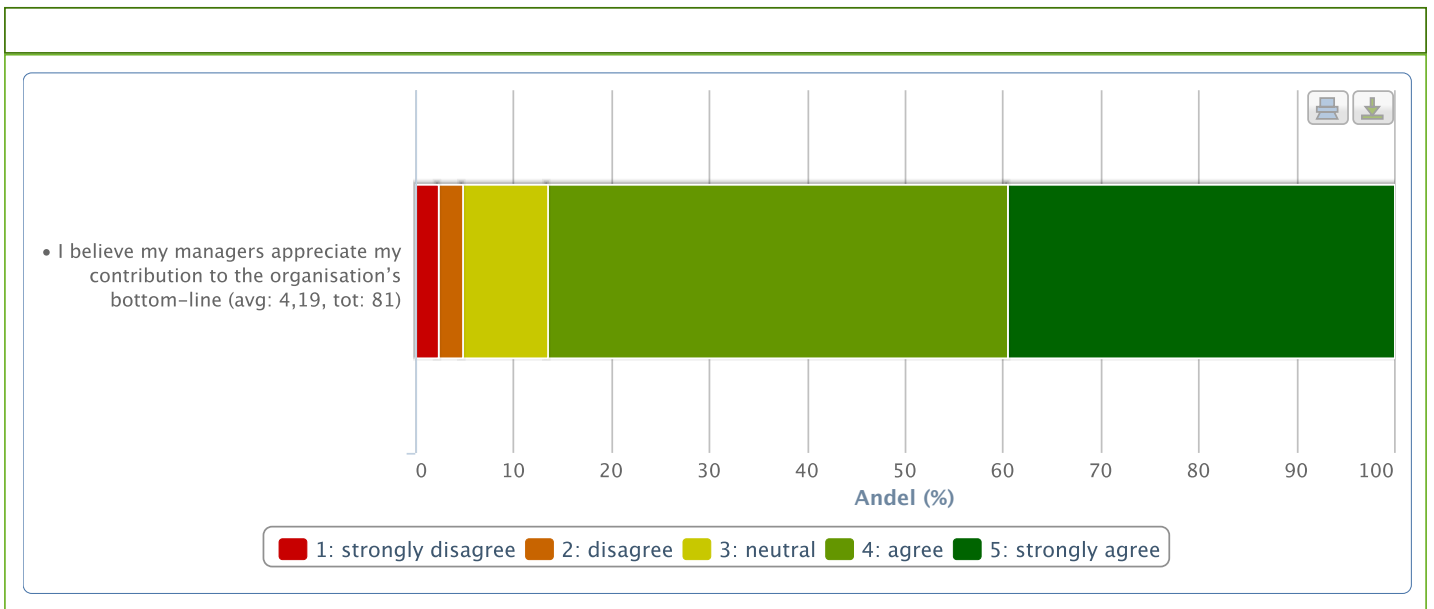
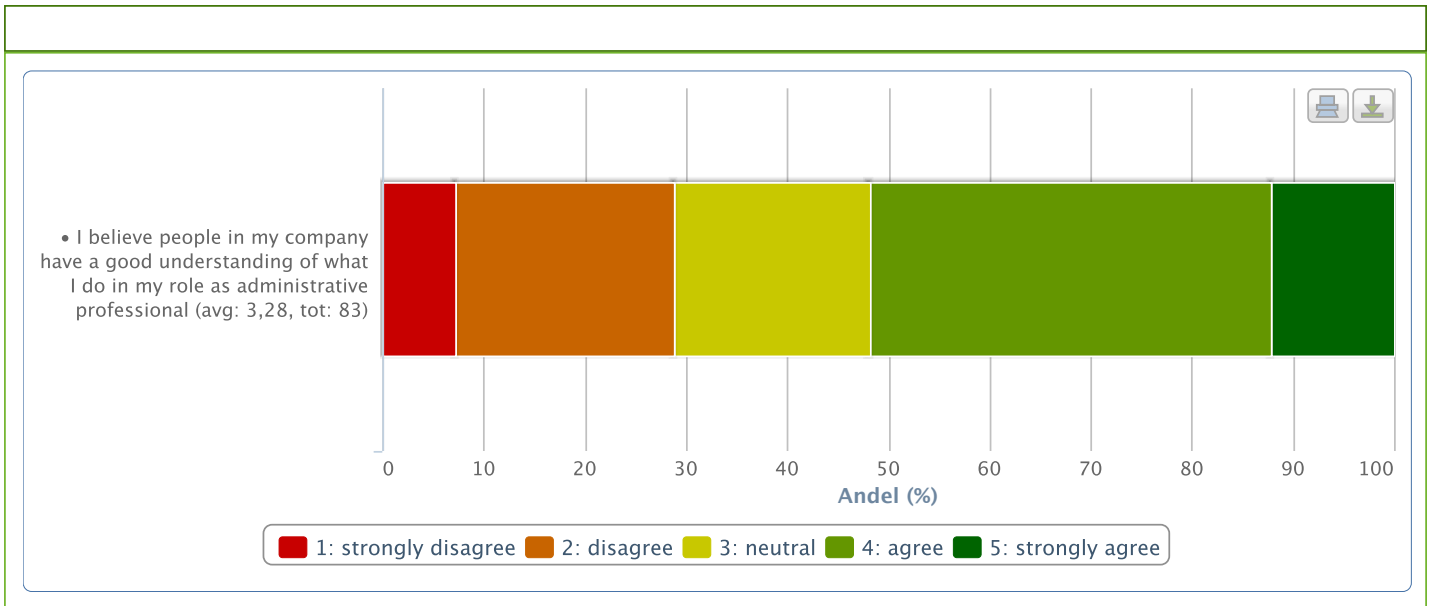
Do you feel that your role is valued internally within your organisation?

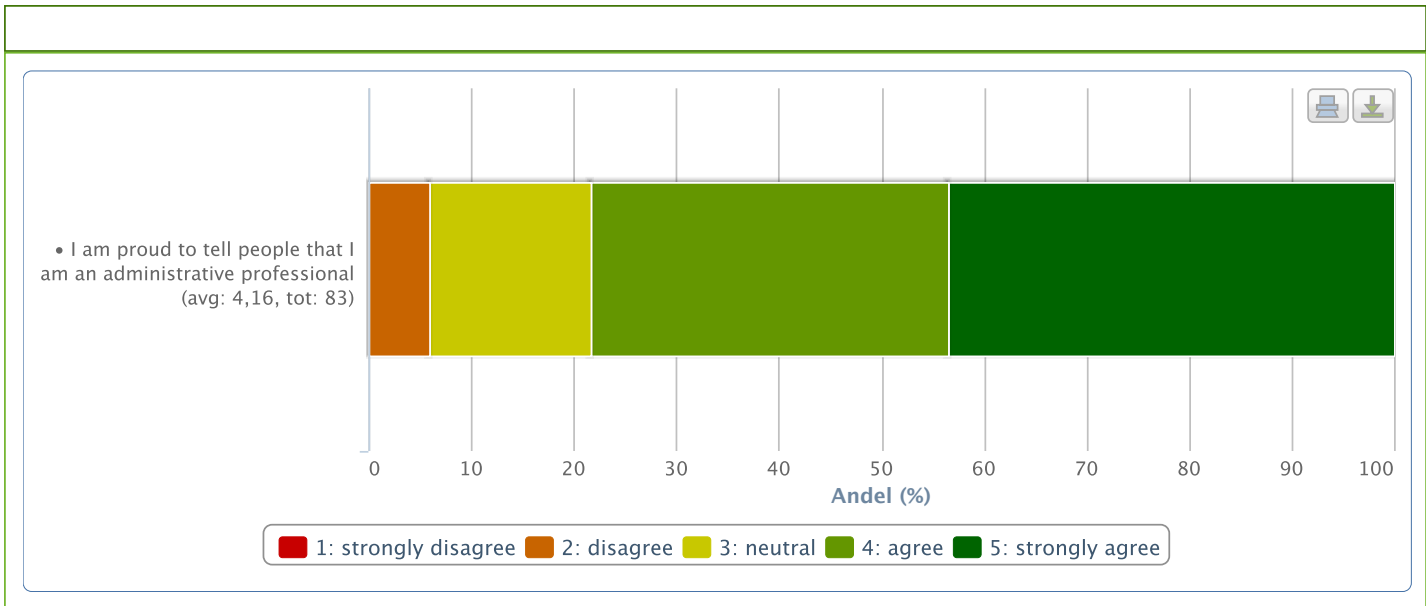


How do you think your manager understands the value of an administrative professional?

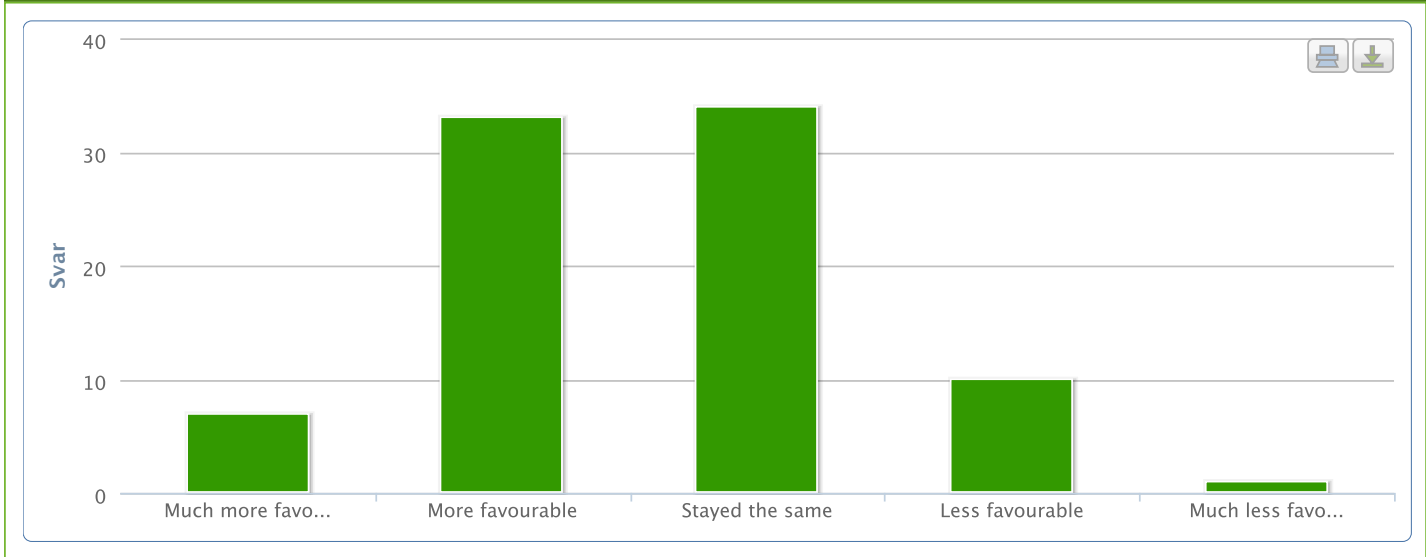








How has your perception of the image of our profession changed in the last years?



What do you see as solutions that could improve the status and image of our profession?**Svar 30 st. :**

Being more involved with the Daily work of the companies executive team

Don't know.

It is important for us to broaden our scope and find new tasks to complement our ordinary work. We have a key position within our company/organization which is very valuable and we should take advantage of this.

Easier ways to benchmark the salaries and maybe raise them. To have more men in the profession which then might change the way people perceive administrative professionals.

Better unions that works for our profession with questions like salary raises and development.

Continue the networking perhaps in smaller Groups throughout the country.

More publicity around our achievements, such as awards and recognitions, both internally within the companies, but also externally and widely, such as local press etc. This would hopefully change people's view on the administrative professional from "the old type secretary" to the high performance assistance that we are today.

Communication about the role

I can only talk for the company I am in now, our new CEO havent had a EA before therefore he dont know how to use it. My old CEO and rest of the team value me very much.

Double the pay (that will attract more men to apply and the stereotype picture of the silly bimbo on the manager's lap will fade) and include more responsibilities of her/his own in the requirement profile such as budget estimation, facility management or safety- health- and environment work.

We need to have more selfconfidence and be proud of our profession. Our leader/company/executive should be more confident and show how proud he/she is to have us. We are like a team, where one have the power of the company and the other have the back-office power to the company.

Clearly defined job descriptions/levels of the various administrative support roles. What is expected from a Receptionist/Secretary/Executive Assistant. Managers want their assistant to have a title such as Executive Assistant, but don't mind her working as a Receptionist half the time. This is confusing when applying for jobs as the title Executive Assistant could mean completely different things to people.

Sorry to say; more male assistants. I also think the status has improved due to the fact that during the last years almost all Assistants has disapperred except for Executive Assistants

We have to encourage each other and make us more visible for the business and media.

Be proud of your role and tell people around you what you do, be a good ambassador.

First of all, we should start to be a bit prouder and tell the world what we are actually doing every single day! We need to make ourselves more visible instead of hiding behind our "successful managers" all the time. We know what are capable of, but we do not dare to take a little bit more space. Secondly, a clear training and development plan driven by HR and a performance-based salary would not do any harm.

Find out simple wording about the professional role of executive assistants so that it's easy to describe my role to the people I meet. Through different networks get tips on development opportunities associated with executive assistants

Be proud of being a executive assistant, hold your head high in a smart and nice way. Act proffesional and communicate clearly and respectfully. Outside the manager group you are working for is all about appearance. Hopefully you have a manager who shares her/his opion on how appreciated you and your work are.

That our managers brag widely about us;).

Add project work etc., expand the area we work for.

Being an executive assistant can mean so much, some have highly professional duties and others not, but have the same title. I think that is one of the problems.

Articles/Interviews describing the complexity of working as an advanced administrator/executive assistant etc. Getting more men into the profession. Network support system that can help in areas such as career planning and salary support (better benchmarking than what exists today).

Lobbying, bringing the issue to the discussion table, raising salaries. Perhaps a license like for teachers.

It's you who set the status and imagine of yourself I believe. If you are proud of what you do, good at it - that will show and your work will probably therefore also be executed very well. The result will be that you will be much appreciated. Make sure you are an asset to the company where you work and put the little extra things into your work sometimes- I know that is very valuable.

We have to be proud of our own profession and be confident in our role so that our colleagues will appreciate us too

Externally: PR, more visibility, public recognition, professional networks Internally: acquiring special skills, project leading, own attitude = being proud of your profession

- Give more mandate (decisions) - Managers to refer to their assistants - Include Executive assistant in the organization charts - Include Executive assistants in relevant meetings

True support from the company's top management team

work with a career plan for administrative personnel

There are managers who take our profession for granted. We must make it clear that we are needed also in the future, however in another way.