

Team-building is arguably most important for administrative staff and the people they support. This relationship is acutely symbiotic, depending largely on one another to ensure job effectiveness and satisfaction. It pays to work towards building a fruitful partnership.

Relationships between administrative personnel and the people they support can be complicated and the strength or weakness of the partnership can greatly impact each person's satisfaction and happiness on the job.

The role of administrator is an important one that requires a great deal of professionalism, personal responsibility and composure. Great administrators can make their bosses' professional lives run more smoothly, peacefully and happily.

Most important, the relationship is symbiotic—a manager's success in many ways depends on his or her administrator, and the administrator's success and career progression depends on the manager. Following a few simple guidelines can build an effective, fruitful partnership.

Keep communication open and clear.

So many potential conflicts or challenges can be avoided simply by communicating well from the beginning. Miscommunication or bad communication can ruin a project, ruin a day and even ruin a relationship. Administrators need to make every effort to make sure they understand their bosses' needs and ask questions when necessary. Even if a boss seems too busy for a question, not asking could cost dearly in lost time down the road. It's easier to never have a problem in the first place than it is to try to clean up a mess after the fact.

Always be respectful.

It's important for everyone in the work place to be respectful, but this is especially true for administrators and their bosses. Since these two roles generally work very closely together, always maintaining respectfulness for the other party will go a long way. Hurt feelings disrupt the work place and will, in the end, slow everyone down as they try to recover. If bosses have criticisms or complaints, they should maturely deliver them with respect.

Be honest.

If you make a mistake, it's best to be honest upfront. Cover-ups, or worse, blaming others, will come back to haunt you in the long run and they don't contribute to a healthy working relationship. Frequent communication will also lead to a better and more understanding relationship, which will make admitting a mistake less uncomfortable and less difficult.

Keep your promises.

Sometimes work involves sacrifice, and sometimes a good administrator has to sacrifice more than most. Being a great administrator means you put your boss first and consider his or her needs and success before others. If you promise to do something, do it. Always. If you can't keep a promise, don't make it in the first place. This will develop trust, which is a key component to a respectful workplace.

As an administrative professional, it is important to think in terms of the success of your boss, not just about your own success. Chances are good that their success will also be yours.

