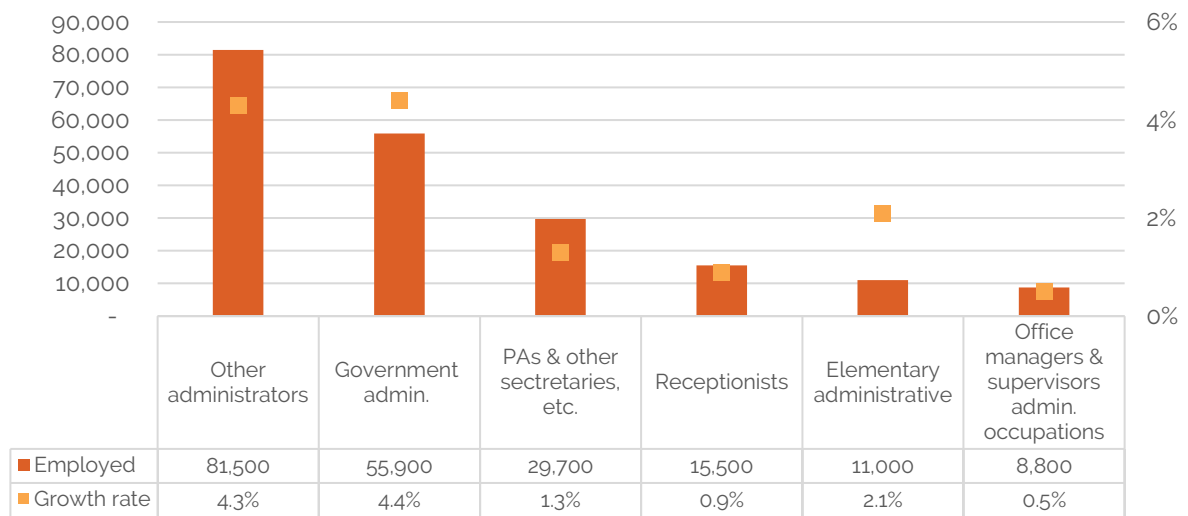


10.14 Administrative & Secretarial Occupations

Figure 10.14 Annual Average Employment (2023) & Annual Average Growth Rates (2018-2023)



Overall employment	202,400
Share of total workforce	8.0%
Main sectors of employment	27% - Public administration and defence (PAD) 16% - Health 9% - Professional activities 8% - Transport
Employment growth	+30,300 between 2018 and 2023 +3.3% on average annually (compared to +3.5% for total workforce)

2023	% Female Q4	% Full-time Q4	% Aged 55 years & over Q4	% Irish citizens Q4	% Third level graduates Q4	Number of new employment permits	Recruitment Agency Survey
Government admin.	71%	88%	21%	94%	59%		
Other administrators	80%	68%	26%	92%	49%	2	✓
Office managers & supervisors	[68%]	[77%]	...	86%	[57%]		
PAs & other secretaries, etc.	91%	56%	33%	93%	49%	1	
Receptionists	82%	78%	...		
Elementary administrative	...	87%	...	94%	...		
Overall total	75%	70%	25%	91%	48%	3	

Source: SLMRU (SOLAS) analysis of CSO (LFS) data, DETE, and SLMRU Recruitment Agency Survey (RAS)
Numbers in square brackets should be treated with caution; an ellipsis (...) denotes numbers too small to report

Overall Outlook for these Occupations

Despite a growth rate on a par with the national average, overall employment levels over the five-year period in this occupational group have seen little change since 2021. Automation and the digitalisation of tasks are likely to impact on employment growth in the coming years; however, given the higher than average share aged 55 years and over, it is unlikely to offset the considerable replacement demand that will arise due to retirements. With almost half of those employed holding third level qualifications, skills mismatches may also be a feature for these roles.

Occupation	Economic summary
Government admin. occupations	The strong employment growth rate for this occupation relates mainly to growth between 2020 and 2021, with employment levels falling by 7,000 since 2022. Despite this there was a relatively high level of recent job hires for this occupation in 2023, and it also featured strongly in online job adverts (Eurostat/CEDEFOP) data. At 59%, this occupation had the highest share with third level qualifications across the group potentially leading to a level of skills mismatches. Job openings are likely to continue, particularly given the size of the occupation and the slightly higher than average share of older workers. Upskilling and reskilling may also be required for those already employed in these occupations in order to reach targets set out in the Civil Service Renewal Plan 2024 in areas such as in digital skills. ¹
Other administrators	Employment levels have been static since 2021 with the higher-than-average growth rate relating to earlier in the five-year period. This is the largest of the administrative occupations, with employment spread across all sectors of the economy. The small number of mentions of difficult-to-fill vacancies in the Recruitment Agency Survey related to site administration roles with Skills for Growth data also noting issues with recruitment for general office admin roles. A high volume of recent job hires suggests job churn is occurring, and with a high share of those employed aged 55 years or over, job opportunities are likely to arise even without any employment growth due to replacement demand alone.
Office managers & supervisors	Employment levels have been declining marginally for this occupation since 2021. The numbers employed are relatively small and therefore do not allow for more detailed analysis for this occupation.
PAs & other secretaries, etc.	Despite below average employment growth rates, this occupation featured strongly in the online job adverts (Eurostat/CEDEFOP) data. Employment was across sectors including health, professional activities and education. At 91%, PAs and other secretaries had the highest share of females employed across administrative occupations, almost half were employed part-time and a third were aged 55 years or over. Automation and digitalisation of tasks are likely to reduce demand for these roles; however, job opportunities are likely to continue due to some level of replacement demand.
Receptionists	Employment levels dipped during the COVID-19 pandemic, most likely related to reduced demand for hotel receptionists and offices closing; employment in 2023 had returned to pre-COVID-19 levels. The majority employed as receptionists were female and were working part-time. Factors such as automation may reduce the future demand for these roles.
Elementary admin (e.g. postal workers, couriers)	Employment levels for this occupation have remained unchanged since 2020. Most are employed in the transportation and storage sector. There were few job adverts and there were no other indications of issues with recruitment for these roles.

¹ <https://assets.gov.ie/211842/8d223347-9114-43dd-84c5-78f685c63f1b.pdf>