10.14 Administrative & Secretarial Occupations

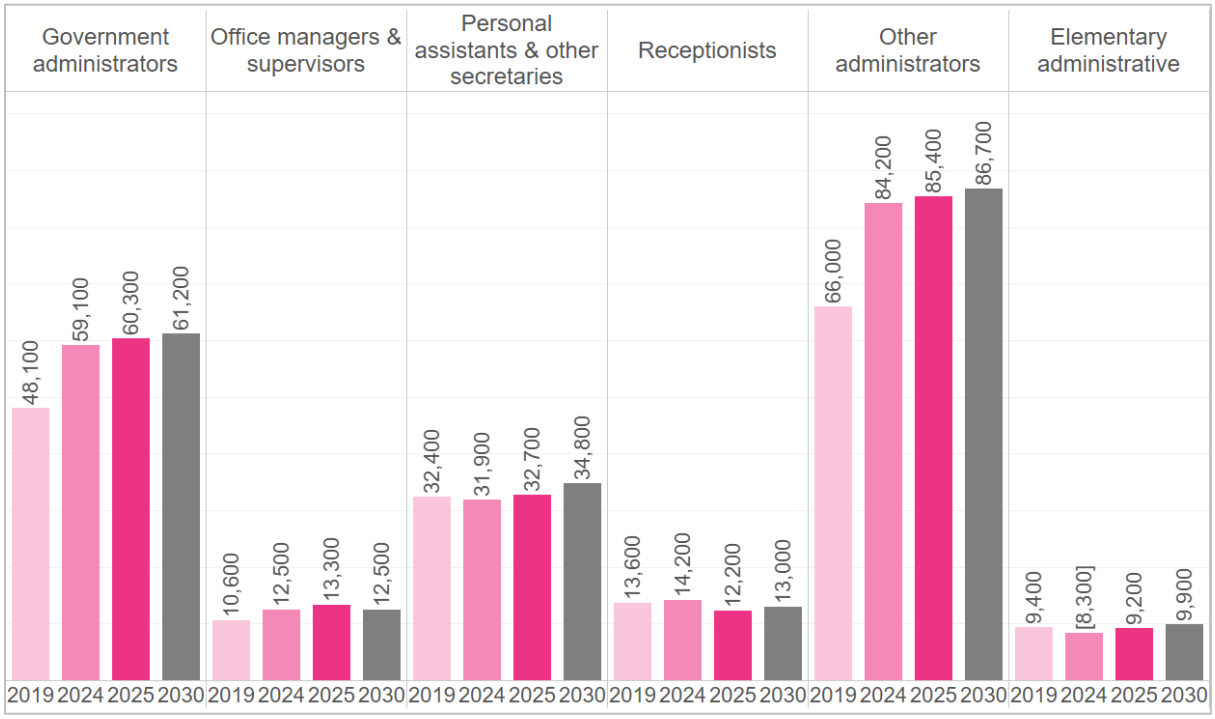
Overall employment	213,100
Share of total workforce	8.0%
Main sectors of employment	31% - Public administration and defence (PAD) 17% - Health 8% - Professional activities 7% - Transport
Employment growth	+32,900 between 2019 and 2025 +2.8% on average annually (compared to +3.4% for total workforce) +0.8% growth since 2024 (compared to +2.2% for total workforce) Projected annual average growth (2025-2030): **0.5%**
Key skills identified in OJAs	adaptability, teamwork, communication, attend to detail, use MS office, access & analyse digital data, customer service, manage budgets/finances, use office systems

Overview: Employment numbers in this occupational group increased by 32,900 persons in the six years since 2019, driven by government administrative and other administrator occupations, with little or no growth in the remaining occupations within this group. The overall employment growth in the year since 2024 was modest. Employment was spread across all sectors, with the largest share (31%) employed in public administration and defence. Most employed in these roles were female, the share aged 55 years and over was above average, and over half held third level qualifications. This occupational group has one of the highest shares of employment in roles considered exposed to GenAI;[1] a third were considered highly exposed with a further half either significantly or moderately exposed. Highly exposed occupations are associated with a low task variability making them more highly susceptible to tasks being replaced by AI, with the broader digitalisation of tasks already having an impact on employment growth in these jobs.

Outlook: Overall employment growth is forecast to be low to 2030 for this occupational group although this may mask more significant changes across particular occupations depending on the sector of employment. AI and digital transformations are also expected to impact on employment growth in these occupations over the forecast period. The high share aged 55 years and over may lead to increased job opportunities due to replacement demand but this may depend on whether the roles are replaced once vacated.

[1] Autumn Skills Bulletin 2026: Who is most exposed: Generative AI and Ireland's workforce (SOLAS: forthcoming).

Figure 10.14 Annual Average Employment (2019, 2024 & 2025) & Employment Projections (2030)



Source: SLMRU (SOLAS) analysis of CSO (LFS) data, DETE, and SLMRU Recruitment Agency Survey (RAS)
Numbers in square brackets should be treated with caution

Table 10.14 Labour Market Profile of Administrative and Secretarial Occupations

	Annual average growth		Quarter 4 2025					2025	
	2019-2025	2025-2030f	% Female	% Full-time	% Age 55 yrs +	% Irish citizens	% Third level grads	No. of new emp. permits	RAS
Government admin	3.8%	0.3%	65%	91%	27%	94%	67%	4	
Other administrators	4.4%	0.3%	78%	68%	24%	84%	56%	1	✓
Office managers & supervisors	3.8%	-1.2%	[75%]	91%	...	94%	[61%]	1	
Personal assistants & other secretaries	0.1%	1.3%	92%	67%	28%	88%	49%	...	
Receptionists	-1.8%	1.3%	[83%]	...	...	[78%]	...	...	
Elementary administrative	-0.4%	1.5%	...	88%	[50%]	100%	...	...	
Overall total	**2.8%**	**0.5%**	**73%**	**77%**	**27%**	**89%**	**56%**	**6**	

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

Government administration

Employment growth (annual average) for government administration roles was above average over the period 2019-2025 although there was little change in employment levels since 2024. Two thirds of persons employed held third level qualifications, 65% were female and a higher than average share were aged 55 years and older (27%). The volume of recent job hires far exceeded any employment growth in the last year, indicating a level of job churn is occurring for these roles.

Other administrators

Other administrators were the second largest occupation in employment terms in 2025, with little change in overall levels since 2024. Employment was spread across all sectors, although at 25% the largest share was in the health sector. Most employed were female, almost a third were working part-time, over half held third level qualifications and 24% were aged 55 years and over. There was a high volume of recent job hires indicating a high level of job churn given the lack of employment growth. A small number of difficult-to-fill vacancy mentions in the Recruitment Agency Survey related to purchasing/site administration.

Office managers & supervisors

Employment levels have fluctuated in recent years for this occupation, although employment has grown in the last two years, resulting in an above average growth rate for the six-year period. Three quarters of those employed were female, two-thirds held third level qualifications, with employed spread across all sectors.

Personal assistants & other secretaries

Employment numbers have grown annually since 2022 for this occupation, although numbers remain at 2019 levels. Half of those employed were working in the health and professional activities sectors combined, with the remainder spread across all other sectors. Almost all employed were female, a third worked part-time, and nearly a half held third level qualifications. A higher-than-average share were aged 55 years and older and the extent to which some of these roles are replaced in the coming years is unclear.

Receptionists

The numbers employed as receptionists have declined in the last two years resulting in a negative growth rate for the six-year period. Employment was spread across many sectors, most employed were female and a slightly higher than average share were non-Irish. Although future growth is forecast, it is likely that tasks associated with this role will evolve due to AI and digitalisation.