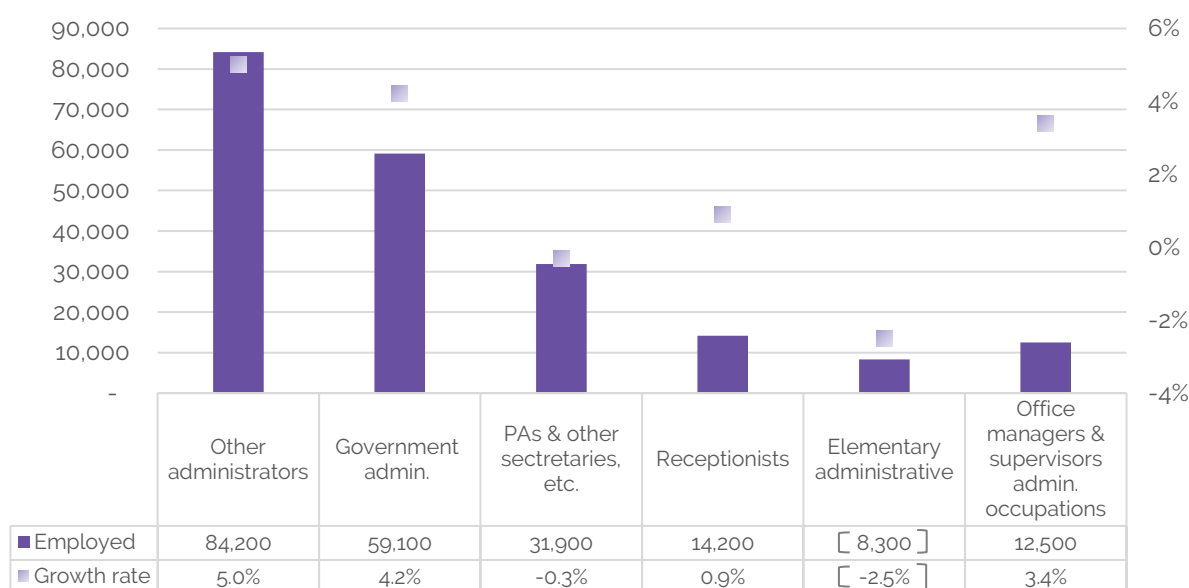


10.14 Administrative & Secretarial Occupations

Figure 10.14 Annual Average Employment (2024) & Annual Average Growth Rates (2019-2024)



Overall employment	210,200
Share of total workforce	8.0%
Main sectors of employment	30% - Public administration and defence (PAD) 17% - Health 7% - Professional activities 7% - Wholesale & retail
Employment growth	+30,000 between 2019 and 2024 +3.1% on average annually (compared to +3.4% for total workforce)

2024	% 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.	69%	91%	29%	94%	59%	2	
Other administrators	81%	68%	23%	84%	55%	4	✓
Office managers & supervisors	86%	87%	...	86%	72%		
PAs & other secretaries, etc.	95%	53%	35%	85%	44%	3	
Receptionists	82%	[52%]	...	83%	...	1	
Elementary administrative	...	[80%]	...	[100%]	...		
Overall total	78%	73%	27%	88%	53%	10	

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

Employment growth was almost on a par with the national average for this occupational group, with an increase of 7,800 persons since 2023. Over half of those employed held third level qualifications; this is likely due to a combination of both more advanced skillsets required due to a reduction in more routine tasks due to digitalisation, along with some level of skills mismatches occurring. This is a large group in terms of employment, and with a higher than average share aged 55 years or older, job opportunities are likely to continue to arise even if the number of new jobs created declines.

-Occupation	Economic summary
Government admin. occupations	The numbers employed dipped in 2023, but with 3,200 additional persons employed in 2024 employment returned to 2021 levels. This occupation had the lowest share of females employed across the administrative occupations, although still above the national average. Job opportunities are expected to continue, particularly given the size of the occupation and the 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	Most of the growth in employment for this occupation over the five-year period occurred between 2019 and 2020; employment has seen little change since then. Despite this there was a high volume of recent job hires, indicating job churn. Employment was across an array of sectors, almost a third worked part-time, most were female, and over half held third level qualifications. No issues have been identified with these roles.
Office managers & supervisors	Employment growth was on a par with the national average, with most of the growth occurring since 2023 (an additional 3,700 persons). Almost three quarters of those employed held third level qualifications and most were female.
PAs & other secretaries, etc.	After declining annually since 2019, employment grew in both 2023 and 2024, almost returning to 2019 levels. Almost all employed were female and only 53% worked in full-time positions. Employment was mainly in the health, education and professional activities sectors. Over a third were aged 55 years or older and although not all who retire will be replaced (with the digitalisation of tasks reducing the demand for these roles), some job opportunities are likely to continue.
Receptionists	Employment numbers for receptionists have levelled off after a post-COVID-19 recovery. The majority employed as receptionists were female and approximately half worked part-time. The digitalisation and automation of tasks associated with this role has seen a reduced demand for this occupation.
Elementary admin (e.g. postal workers, couriers)	The numbers employed in this occupation are too small for detailed analysis. There was a relatively large volume of vacancy posts on DSP Jobs Ireland through 2024 for postal operatives with An Post.

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