



HOW TO FIND AN ADMINISTRATIVE POSITION ON GRANTED



Grant yourself permission to succeed!

If you are looking for an administrative position on Granted, it can be a little time consuming. There are so many jobs available on the site, that a broad category like administration ends up in a lot of different categories and sections. Here are some tips for finding the perfect administrative position to fit your preferences. **Choose Relevant Categories** Start by choosing relevant categories that fit the type of administrative work you are going for. While there is not a category for “administrative” work, there are others that might fit other criteria. For example, there are categories for entry level, work from home, and part time work. If those fit what you want, you can start there. There are also related categories that often have administrative jobs, such as accounting. **Find Your Preferred Industry** Another idea when choosing categories is by going to the different industries. If there is an industry you know you want to work in as an administrative or clerical workers, you can look there. There are categories for all different types of industries, such as legal, entertainment, media, medial, environmental, and government. **Search by Job Title** For more specific results within the administrative field, look through the job titles on the site. For example, if you know you want to be an administrative assistant, look through the job titles under A, and you will find one for administrative assistance. You can also find other job titles within the same type of job duties, such as going to the O titles and finding office administration and office manager, or C for clerical and customer service. **Keyword Search** Perhaps the fastest way to find administrative work on [Granted](#) is simply by using the search function. Type “administrative” or similar wording and you get over 1,000 jobs. On the left-hand side are ways to sort the list, such as by category, location, or date the job posting was listed. Looking for Administrative customer service jobs? [Click here](#).

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