

## A deeper look into finding the perfect secretary job

However, whilst covering issues from writing the perfect CV to dealing with office romance, they do not tackle one of the most pertinent questions afflicting those in the market for [secretarial jobs](#): the perception that their work is unimportant.

Whilst many people believe it is the bosses who make the difference, it is people such as secretaries and pa's who keep organisations running effectively. Many companies would not survive if weren't for the highly developed skills of their secretarial workforce. This is echoed by the high salaries now being offered to those at the top of the profession.

Therefore, choosing which organisation to bless with your skills is a politically charged decision. In looking for secretarial or [pa jobs](#), workers have a responsibility to ensure their placements are ethical.

There are several ways in which you can do this, but the most obvious is to research the company you are planning to work for. The internet makes this research easy and practical for anyone seeking employment.

For example, would you be happy working for a major arms company, such as BAE Systems or Raytheon? Companies who are responsible for arming and fuelling conflict worldwide, often arming both sides of warring factions (for example, BAE have armed both India and Pakistan).

Even if you think this is okay on a theoretical basis, it is worth looking at some of the horrific photographs of children who have been attacked by British made weapons. Look into the eyes of the children and ask yourself whether this is a trade you'd be happy to support?

Furthermore, ask yourself if you'd be happy to be presented with pictures of these children on a regular basis if demonstrators besiege your place of work (as happens regularly with many of these companies). In accepting work for such companies you could be confronted by the morality of what you are doing on a weekly basis.

There are also companies, such as Reed Exhibitions who appear on first glance to be respectable companies. Yet, it does not take much digging to discover part of their portfolio is organising the world's largest arms fair - an arms fair which has recently been exposed as selling illegal weapons such as land mines.

However, it is not as simple as avoiding the big names. There are many seemingly innocuous companies who keep these disreputable businesses operational. For example, companies such as DHL and City Link regularly carry weapons components from arms factories. It is therefore worth digging deep when investigating any potential employer.

It isn't enough to say I'm only the secretary. There can be no buck passing. If you are responsible for keeping a unethical company in business, then you share the blame with the company directors.

Next time you apply for a job, make sure you ask the right questions and do the right research. Secretarial work is vitally important and it is possible to make a difference.

## About the Author

[Secretarial Job recruitment site](#)

Source: <http://www.spivo.com>