



Career Landscape Shifting for Administrative Professionals

Kelly Services Offers Advice for Keeping a Competitive Edge

TROY, MI, Apr 25, 2006 -- Today's administrative professionals play an essential role in many organizations. Many administrative professionals are now required to have enhanced verbal and written communication and multi-tasking capabilities, the ability to work in a team environment, and excellent customer service and problem-solving skills.

Eric Hamlin is among this new generation of office workers. In his late twenties, Hamlin was looking for a job utilizing his bilingual skills. Unsure of where to start his job search, he was referred to Kelly Services. Last autumn he was assigned to a call center for an automotive supplier where he provides help desk support to facilities located in Germany.

"Although being proficient in German is one of my marketable skills, I thought finding an entry-level job requiring this skill set would be hard to find," said Hamlin. "But, Kelly Services found a position for me where virtually all communications are conducted in German. From this experience, I've realized that many companies exclusively hire employees through temporary firms. I'm hopeful this position will lead to permanent employment and a new career."

Kelly Services has a 60-year history of providing high quality and reliable office staffing. "We employ nearly 50,000 administrative professionals annually, and each week more than 100 are hired directly with our customers," said George Corona, senior vice president of Kelly Services. "The demand is still strong for these employees today, but their roles have changed significantly over the years."

Employers now want office professionals who can handle more complex tasks. Administrative professionals who focus on building their marketable skills will increase their advancement potential and have a competitive edge. Corona suggests following the 'Four P's of Marketable Skills':

- Proficiency - Be proficient in all software applications your organization uses. Further develop time management, organizational, and prioritization skills to manage multiple projects and priorities.
- Positive Attitude - Keep a positive attitude and show enthusiasm. With constant change in organizations today, this is an important quality that will be recognized by your boss and your peers.
- Participation - Participate on teams to increase exposure among executives. Join associations that provide educational seminars and offer networking opportunities.
- Polish - Whether the dress code is business or business casual, dress to convey a polished, professional image in your work environment.

About Kelly Services, Inc.

Kelly Services, Inc. (NASDAQ: KELYA); (NASDAQ: KELYB) is a Fortune 500 company headquartered in Troy, Mich., offering staffing solutions that include temporary staffing services, staff leasing, outsourcing, vendor on-site and full-time placement. Kelly operates in 30 countries and territories. Kelly provides employment to more than 700,000 employees annually, with skills including office services, accounting, engineering, information technology, law, science, marketing, light industrial, education, health care and home care. Revenue in 2005 was \$5.3 billion. Visit www.kellyservices.com.

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