**Why Working in an Office is a Good Career Choice**

Most business takes place in an office environment. Behind every great business is office staff who provide support to keep the business running smoothly. Here’s why working in an office is a good career choice for you:

**There’s all sorts of industries to choose from.**Office jobs are everywhere! Every business needs a reliable office administrator to run day to day operations. You could work anywhere from a dental office to an advertising agency.

**It offers life stability.**An office job means that you’ll have a stable, reliable work environment day after day. Most offices operate during daytime hours Monday through Friday and give time off for holidays and vacation. These policies give you a healthy balance between your personal and professional life.

**You’ll collaborate with others.**Many office environments are a place where ideas are exchanged and collaboration happens. Whether you’re a receptionist or an office administrator, you’ll have regular interaction with others. When you regularly interact with people, you become more motivated in the work you do. You might even receive recognition, which gives you even greater job satisfaction.

**It’s a learning experience.** You’ll develop important skills that can only benefit you and your future. You’ll learn computer basics, how to manage your time, business etiquette, and how various departments operate.

### 2. Behaviour and Interpersonal Skills:1

Another benefit that comes with working in an office is learning how to behave in front of others. When you are surrounded by a group of people, you automatically become alert and conscious of yourself. This is also an opportunity for you to learn about relationships with colleagues and ways in which you can maintain them. Your communication and interpersonal skills are boosted as well. In order to establish your reputation, you must learn how to behave like a professional. Proper discipline is needed so that you can handle conversations with employers, staff and subordinates. So the moment you step inside an office, remember to create a warm and friendly impression.

https://www.chartercollege.edu/news-hub/why-working-office-good-career-choice

**Advantages of Working in an Office:**

**1. Time Management:**

One of the most wonderful and beneficial things an office environment can teach you is [time management](https://content.wisestep.com/time-management-workplace/). Offices usually have fixed hours for work, lunch and tea break.

The minute you become a staff member in an office, you are made to work according to the time slot. Here your mind will slowly begin to process according to the working hours provided. This will also help you learn about maintaining punctuality.

If you are someone who finds it extremely difficult to discipline yourself, working in an office would definitely be suitable for you. You will be taught how to begin and end on time.

**2. Behavior and Interpersonal Skills:**

A second benefit that comes with working in an office is learning how to behave yourself in front of others.

When you are surrounded by a group of people, you automatically become alert and conscious of yourself. This is also an opportunity for you to learn about relationships with colleagues and the ways in which you can maintain them.

Your communication and [interpersonal skills](https://content.wisestep.com/interpersonal-skills-at-work/) are boosted as well. These aspects are crucial not just to the environment you work in but also to yourself.

In order to establish your reputation, you must learn how to behave like a professional. Proper discipline is needed so that you can handle conversations with employers, staff and subordinates.

So the moment you step inside an office, remember to create a warm and [friendly impression](https://content.wisestep.com/lasting-impression/).

**3. Become More Experienced:**

The best thing about working in an office is the excitement of [learning something new](https://content.wisestep.com/learning-a-new-skill/) on a regular basis. Here you will learn to become an experienced and diplomatic person. Good experience always helps you reach the top since business sectors find experienced individuals to be responsible and trustworthy.

**4. Become Creative:**

Working in an office environment helps you build new ideas and expand your knowledge. Here you have the opportunity to investigate and learn different kinds of approaches, methods, and techniques.

It will push you to pursue brilliance and to outlive all adversities, especially in an environment that is so full of challenges.

In an office environment, you will always have the chance to explore different fields, work on a whole variety of projects and learn a bit about research too. Offices are the best way to boost your [creative skills](https://content.wisestep.com/creativity-problem-solving/).

**5. Boost Your Understanding Towards The Company:**

An office environment is always beneficial for those people who are keen on learning about the company. If you are planning to work for a very long period of time, then an office job would be a great opportunity to know everything about them.

Those who have an office set up at home keep contact very limited. Either it is through telephone, fax or a couple of emails. They aren’t able to meet people physically or enjoy the environment. This is where office workers maximize their benefits.

They meet daily throughout the week and build better lines of communication than those who don’t.

**6. Easier to speak to seniors and employees:**

When you are working in an office, it is obviously much easier to meet all employers and colleagues. It is easy to get in touch with them when the need arises and speak about matters related to the company.

Your seniors will have a definite idea on what you are doing as you will update him/her on all important matters. Not just that, you won’t have to email or call them anymore to deliver vital chunks of information.

Most people prefer to speak face to face than keeping in touch through emails and texts.

**7. Helps You Understand Business In A Better Way:**

There is no way to understand business than working in an office. Here you will be made to understand how business transactions are handled, its management and the techniques that are used to run the business in the most effective manner

When you are working, it will be your duty to handle important files. Here you will learn a lot about the company, its current position in the market and its history.

This might also help you in the future, especially when the company asks for your help.

**8. The Right Networking:**

When you work in an office, you have the opportunity to know everyone around you. You also get to meet more people.

Whether they are vendors or contractors, this is crucial for you since you can develop better relationships and finish your work at a faster pace. Remember there are many [advantages and disadvantages of working in a team](https://content.wisestep.com/top-advantages-and-disadvantages-of-working-in-a-team/).

However, always be kind and cordial to the customers you are handling. After all, the company doesn’t want to lose out on any of its sources.

<https://content.wisestep.com/advantages-and-disadvantages-of-working-in-an-office/>

**Types of office jobs**

## Auditing and Accounting

Whether you work for an auditor, accounting firm or in the accounting department of a business or public entity, there are many types of office jobs in the tax and accounting field. These jobs include file clerks, billing or accounts payable clerks, payroll supervisors, general-ledger accountants, project accountants, auditors, accounting managers, supervisors and controllers.

## Receptionist and Scheduler

If you like talking to people, the receptionist position might be a good choice. As a receptionist, you answer the phone and respond to customer inquiries or needs. While many consider being a receptionist a menial job, it requires special skills, a positive attitude and the ability to multitask. Most company receptionists also handle other tasks that might include scheduling appointments, reserving conference rooms, managing and ordering office supplies or opening and distributing company mail.

## Office Administrative Assistant

Personal secretaries and administrative assistants might work for a team of managers, executives or be assigned to work with vice presidents, executive officers and more. When you work as a secretary or administrative assistant, you write or transcribe letters and e-mail communications, make travel arrangements, compute and prepare expense reports or department budgets.

## Customer Service Representative

Communication and a positive attitude are at the top of the list for people who work in customer service or at a telephone call center. Being able to help disgruntled customers get the results they seek takes patience and a good sense of humor. When you relate well to others, enjoy helping people, have a good personality and are outgoing, customer service might just be the office job you would enjoy.

## Medical Office Worker

Working in a medical office is a little different from working in business office, but it requires many of the same skills. Medical offices require medical transcriptionists, receptionists and people experienced with medical billing and insurance. You could also work in the medical appointment scheduling department.

## Insurance Agent and Examiner

Claims examiners work inside an office to handle the claims filed by those insured. Sometimes, they work with private investigators or adjusters who visit the site or the property for which a claim is filed. This includes workers' compensation, health, liability, automotive, home, property and business insurance. As a claims examiner, you typically require certification for the field of insurance, computer experience and self-motivation and discipline.

## Drafting and Design Technician

When you like to draw and have computer-aided drawing training and experience, you can be a drafting technician. Drafting technicians work with advanced computer equipment in office settings. They might work for an architectural firm, engineering firm or a manufacturer that requires designs, drawings or blueprints for new product ideas.

**https://work.chron.com/list-jobs-working-office-9935.html**

### file υποβάλλω, καταθέτω

claim απαίτηση, διεκδίκηση

auditing λογιστικός έλεγχος

auditor ελεγκτής

Questions

1. Which of the above advantages of working in an office do you consider the most important one?
2. Which of the above types of office jobs would you like to do? Why?