**Administration Staff Motivators**

- Sunshine & lovely scenery on the way to work
- Working with pleasant people
- Wondering what challenges the day will bring
- Knowing receive a wage at the end of the month
- Doing a good job, finishing on time and within budget
- When staff happy with what they've achieved
- When the customer / client is happy
- Resolving problems & talking to staff
- Trust from manager to undertake job & rarely questioned about decisions taken
- Contractors always helpful

**Administration Staff De motivators**

- Dull rainy day
- Awkward or difficult to get on with staff
- When take the flack for issues out of my control
- Undertaking a job with poor / lack of communication
- Not having the correct information
- Left hand not knowing what the right hand is doing

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