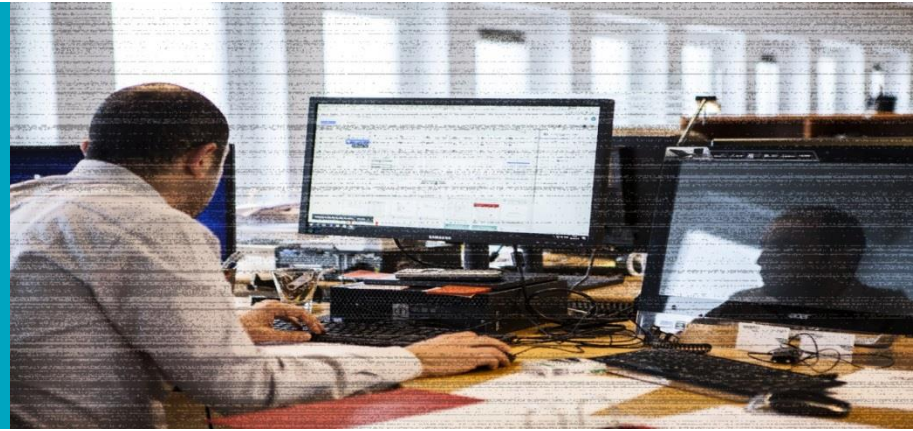


# ADMINISTRATIVE OFFICERS (NOC: 1221)



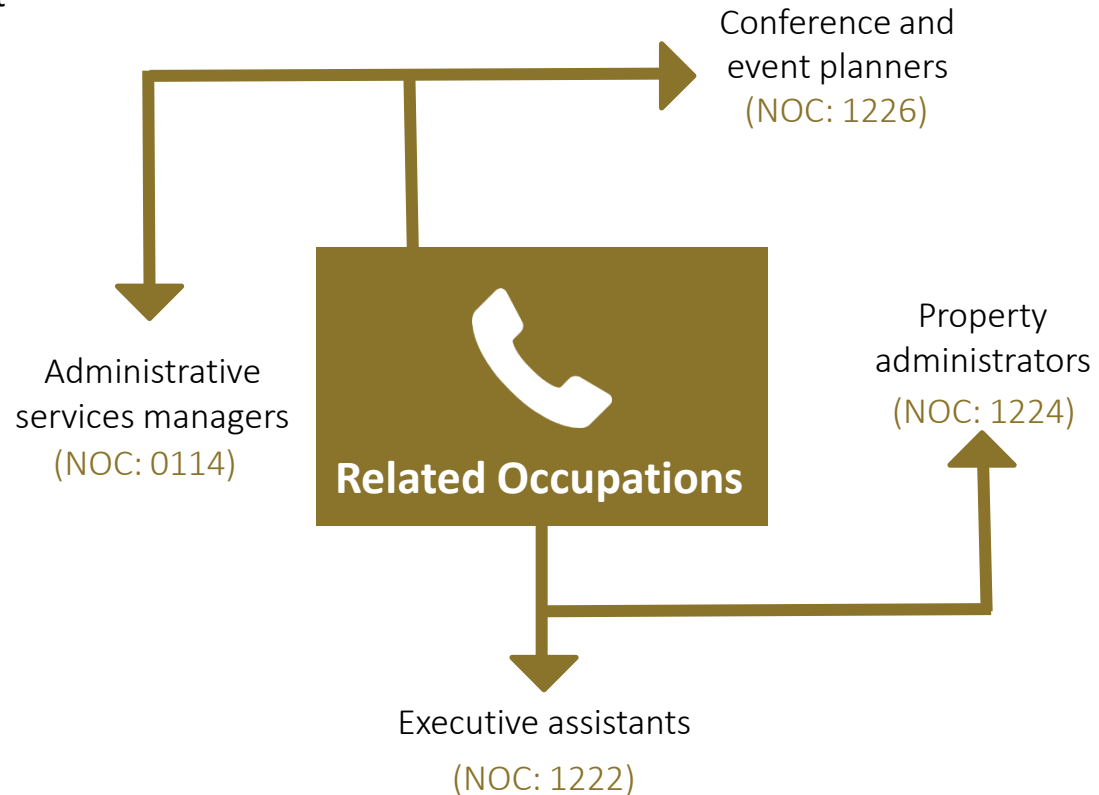
Administrative officers oversee and implement administrative procedures, establish work priorities, conduct analyses of administrative operations and co-ordinate acquisition of administrative services such as office space, supplies and security services. They are employed throughout the private and public sectors. Administrative officers who are supervisors are included in this group.



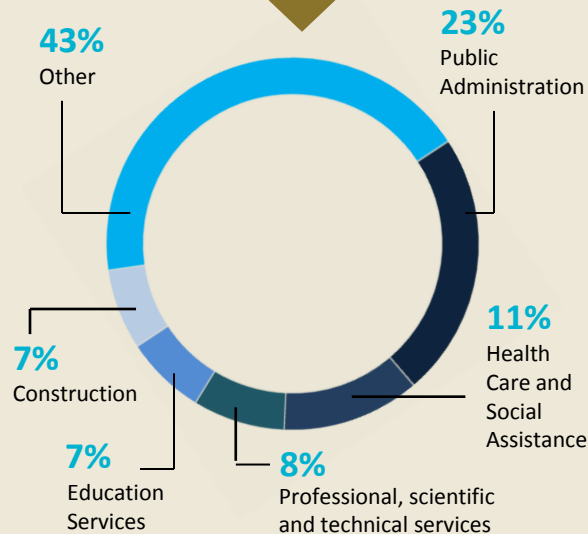
A **university degree** or **college diploma** in business or public administration may be required.



Work Prospects (2018 - 2020): **Fair**



## Employment by Industry



## Examples of duties performed

- Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures.
- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed.
- Carry out administrative activities associated with admissions to post-secondary educational institutions.
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation.
- Assemble data and prepare periodic and special reports, manuals and correspondence.



## Sample Job Titles

Office Administrator

Office Manager

Planning Officer

2,087

Job Openings  
2017-2026

\$35,565

Average  
Salary



*Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.*