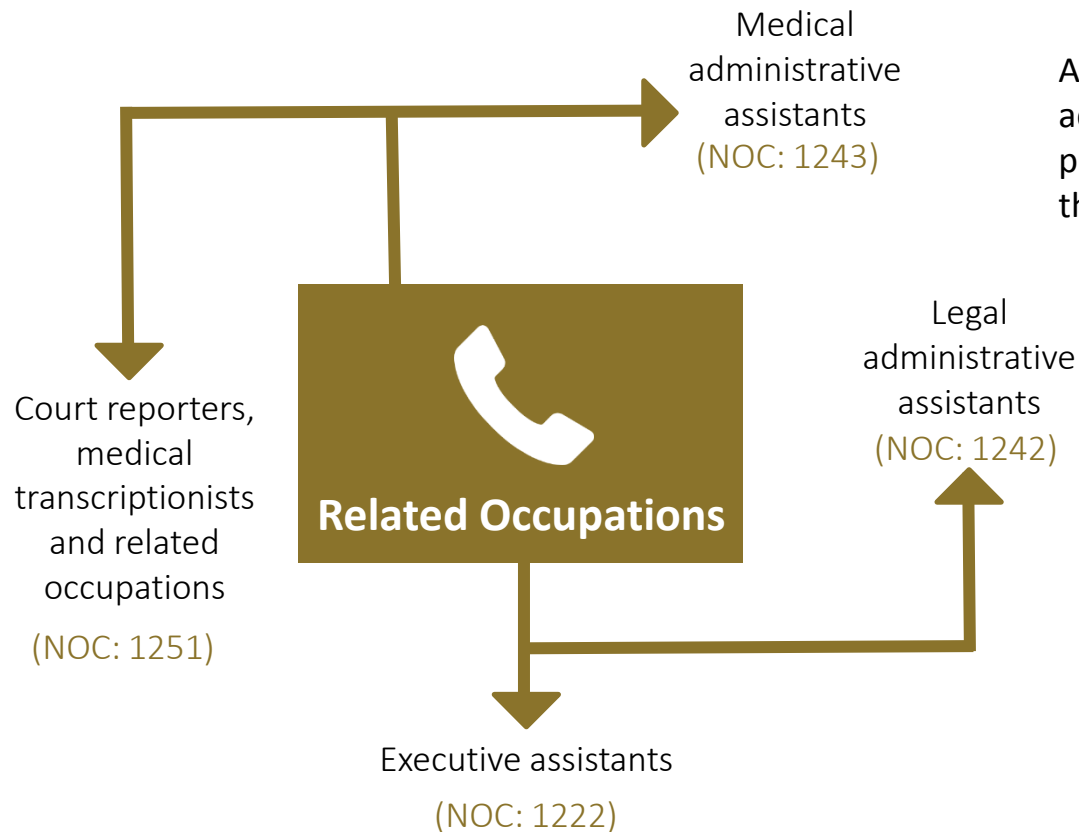


ADMINISTRATIVE ASSISTANT (NOC: 1241)



Administrative assistants perform a variety of administrative duties in support of managerial and professional employers. They are employed throughout the private and public sectors.

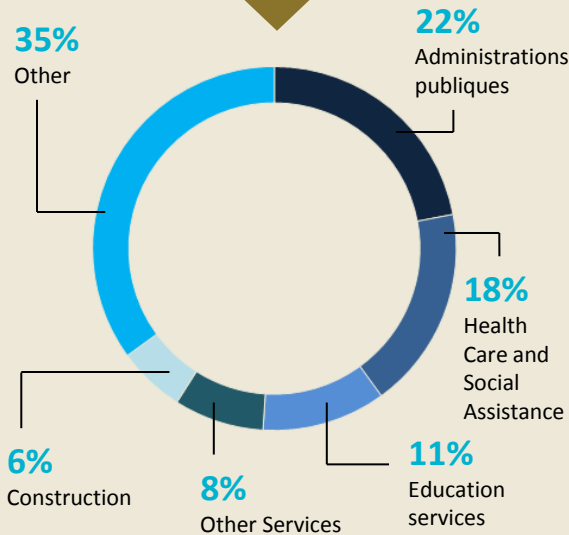


Completion of a **one- or two-year college** or **other program** for administrative assistants.



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

Employment by Industry



Examples of duties performed

- Schedule and confirm appointments and meetings of employer.
- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy.
- Order office supplies and maintain inventory.
- Determine and establish office procedures.
- Record and prepare minutes of meetings.
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations.



Sample Job Titles

Office Administrative Assistant

Technical Secretary

Administrative Assistant

2,830

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.

NBjobs.ca