



ADMINISTRATIVE OFFICERS

NOC 1221

Oversee the operation of large offices, establish work priorities and implement procedures. They also co-ordinate the use of office space, supplies and other administrative services.

3 YEAR OUTLOOK



Fair

3 YEAR JOB OPENINGS

594

MEDIAN HOURLY WAGE

\$20.30

\$14.94 \$34.44
LOW HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

4,290

MEDIAN SALARY

\$40,166



The information presented is based on data for New Brunswick. To learn more about the data provided, visit www.nbjobs.ca/occupations.



EMPLOYMENT BY INDUSTRY

16.7%	Public administration
16.1%	Health care and social assistance
8.4%	Educational services
58.7%	All Other Industries



EMPLOYMENT BY AGE

3.3%	15-24
13.7%	25-34
26.6%	35-44
31.8%	45-54
20.5%	55-64
4.2%	65+

ALSO KNOWN AS

- Access To Information And Privacy Officer
- Administrative Officer
- Administrative Services Co-Ordinator
- Forms Management Officer
- Office Administrator
- Office Manager

MAIN DUTIES:

Administrative officers perform some or all of the following duties:

- 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.



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