



## SUPERVISORS - GENERAL OFFICE AND ADMINISTRATIVE SUPPORT WORKERS

NOC 12010: SUPERVISORS, GENERAL OFFICE AND ADMINISTRATIVE SUPPORT WORKERS

Oversee and coordinate the activities of office support workers, receptionists, data entry clerks and other administrative support staff.



### 3-YEAR OUTLOOK



Very Good

### 3-YEAR JOB OPENINGS

49

### MEDIAN HOURLY WAGE

\$30.00

\$19.78 \$42.26  
LOW HIGH

### TYPICALLY REQUIRED



College or apprenticeship

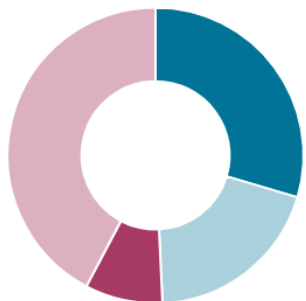
### EMPLOYED

341

### AVERAGE SALARY

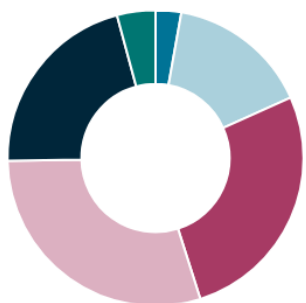
\$72,000

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



## EMPLOYMENT BY INDUSTRY

<b>29.6%</b>	Public administration
<b>19.7%</b>	Health care and social assistance
<b>8.5%</b>	Transportation and warehousing
<b>42.3%</b>	All Other Industries



## EMPLOYMENT BY AGE

<b>2.8%</b>	15-24
<b>15.5%</b>	25-34
<b>26.8%</b>	35-44
<b>29.6%</b>	45-54
<b>21.1%</b>	55-64
<b>4.2%</b>	65+

## ALSO KNOWN AS

- Clerical Supervisor
- Data Entry Supervisor
- Filing Clerks Supervisor
- Hospital Admitting Clerks Supervisor
- Personnel Clerks Supervisor
- Records Office Supervisor

## MAIN DUTIES:

This group performs some or all of the following duties:

- Coordinate, assign and review the work of clerks engaged in the following duties: word processing; record keeping and filing; operating telephones and switchboards; data entry; desktop publishing; and other activities involving general office and administrative skills
- Establish work schedules and procedures and co-ordinate activities with other work units or departments
- Resolve work-related problems and prepare and submit progress and other reports
- Train workers in job duties, safety procedures and company policies
- Requisition supplies and materials.

