



# 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



*Undetermined*

## 3-YEAR JOB OPENINGS

**50**

## MEDIAN HOURLY WAGE

**\$30.00**

\$22.00 \$42.26  
LOW HIGH

## TYPICALLY REQUIRED



College or apprenticeship

## EMPLOYED

**345**

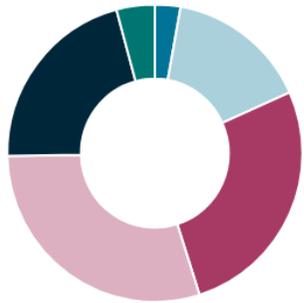
## AVERAGE SALARY

**\$72,000**



### EMPLOYMENT BY INDUSTRY

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



### EMPLOYMENT BY AGE

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

### ALSO KNOWN AS

- Clerical Supervisor
- Hospital Admitting Clerks Supervisor
- Data Entry Supervisor
- Personnel Clerks Supervisor
- Filing 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.

