

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 LOW

$42.26 HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

345

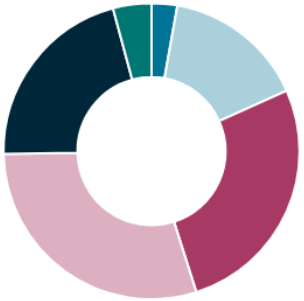
AVERAGE SALARY

$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
- 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.

