



EXECUTIVE ASSISTANTS

NOC 12100

Coordinate administrative procedures, public relations activities and conduct research for elected government members, senior executives and boards of directors in the public and private sectors.



3-YEAR OUTLOOK



Good

3-YEAR JOB OPENINGS

132

MEDIAN HOURLY WAGE

\$31.00

\$21.25 \$42.86
LOW HIGH

TYPICALLY REQUIRED



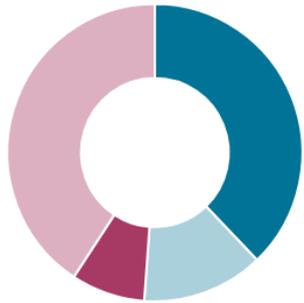
College or apprenticeship

EMPLOYED

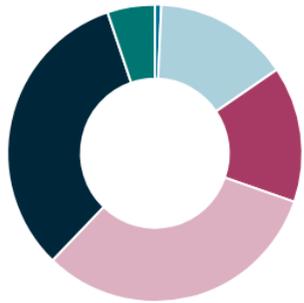
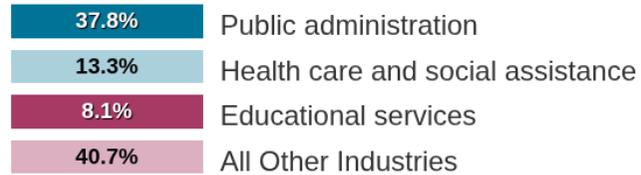
770

AVERAGE SALARY

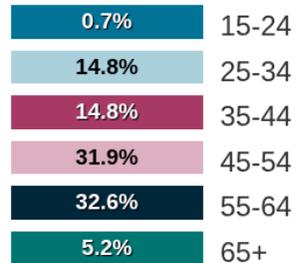
\$63,800



EMPLOYMENT BY INDUSTRY



EMPLOYMENT BY AGE



ALSO KNOWN AS

- Committee Clerk
- Executive Assistant
- Corporate Secretary
- Legislative Assistant

MAIN DUTIES:

- This group performs some or all of the following duties:
- Establish and coordinate administrative policies and procedures for officials, committees and boards of directors
 - Analyze incoming and outgoing memoranda, submissions and reports and prepare and co-ordinate the preparation and submission of summary briefs and reports to executives, committees and boards of directors
 - Prepare agendas and make arrangements for committee, board and other meetings.

