



## 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

131

### MEDIAN HOURLY WAGE

\$28.00

\$17.00 \$36.54  
LOW HIGH

### TYPICALLY REQUIRED



College or apprenticeship

### EMPLOYED

765

### AVERAGE SALARY

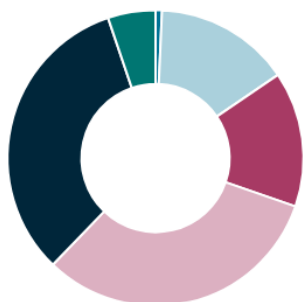
\$63,800

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>37.8%</b>	Public administration
<b>13.3%</b>	Health care and social assistance
<b>8.1%</b>	Educational services
<b>40.7%</b>	All Other Industries



## EMPLOYMENT BY AGE

<b>0.7%</b>	15-24
<b>14.8%</b>	25-34
<b>14.8%</b>	35-44
<b>31.9%</b>	45-54
<b>32.6%</b>	55-64
<b>5.2%</b>	65+

## ALSO KNOWN AS

- Committee Clerk
- Corporate Secretary
- Executive Assistant
- 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.

