

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 LOW

$42.86 HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

770

AVERAGE SALARY

$63,800



EMPLOYMENT BY INDUSTRY

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



EMPLOYMENT BY AGE

0.7%	15-24
14.8%	25-34
14.8%	35-44
31.9%	45-54
32.6%	55-64
5.2%	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.

