

ADMINISTRATIVE OFFICERS

NOC 13100

Oversee the operation of large offices, establish work priorities and implement procedures. They also coordinate the use of office space, supplies and other administrative services.



3-YEAR OUTLOOK



Moderate

3-YEAR JOB OPENINGS

788

MEDIAN HOURLY WAGE

$26.30

$19.23 LOW

$45.13 HIGH

TYPICALLY REQUIRED



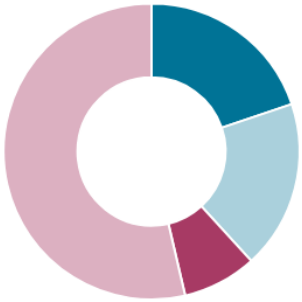
College or apprenticeship

EMPLOYED

5,142

AVERAGE SALARY

$57,500



EMPLOYMENT BY INDUSTRY

19.8%	Public administration
18.4%	Health care and social assistance
8.1%	Educational services
53.6%	All Other Industries



EMPLOYMENT BY AGE

3.9%	15-24
14.5%	25-34
25.3%	35-44
26.9%	45-54
25.9%	55-64
3.5%	65+

ALSO KNOWN AS

- Access To Information And Privacy Officer
- Administrative Officer
- Administrative Services Coordinator
- Forms Management Officer
- Office Administrator
- Office Manager

MAIN DUTIES:

This group performs some or all of the following duties:

- Oversee and coordinate office administrative procedures and review, evaluate and implement new procedures
- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed
- Carry out administrative activities associated with admissions to post-secondary educational institutions
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation.

