



## 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

874

### MEDIAN HOURLY WAGE

\$24.50

\$15.75    \$39.56  
LOW            HIGH

### TYPICALLY REQUIRED



College or apprenticeship

### EMPLOYED

4,692

### AVERAGE SALARY

\$57,500



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

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

