

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



3-YEAR JOB OPENINGS

874

MEDIAN HOURLY WAGE

\$24.50

\$15.75 \$39.56 LOW HIGH

TYPICALLY REQUIRED

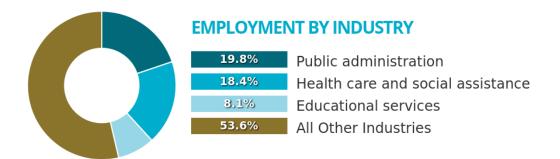


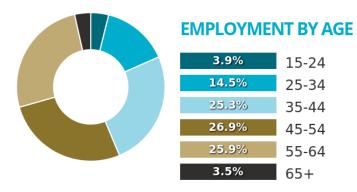
EMPLOYED

AVERAGE SALARY

4,692 \$57,500

The information presented is based on data for New Brunswick. To learn more about the data provided, visit www.nbjobs.ca/occupations.





ALSO KNOWN AS

 Access To Information And Privacy Officer

• Forms Management

Officer

- Administrative Services Coordinator
- Office Administrator

Administrative Officer

• 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



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