

ADMINISTRATIVE ASSISTANTS

NOC 13110

Perform a variety of administrative duties in support of managers and other professionals.



3-YEAR OUTLOOK



Moderate

3-YEAR JOB OPENINGS

615

MEDIAN HOURLY WAGE

$25.00

$17.79 LOW

$35.44 HIGH

TYPICALLY REQUIRED



College or apprenticeship

EMPLOYED

7,275

AVERAGE SALARY

$46,480



EMPLOYMENT BY INDUSTRY

22.5%	Health care and social assistance
20.6%	Public administration
14.7%	Educational services
42.3%	All Other Industries



EMPLOYMENT BY AGE

4.9%	15-24
15.0%	25-34
20.9%	35-44
27.5%	45-54
25.6%	55-64
6.0%	65+

ALSO KNOWN AS

- Administrative Assistant
- Executive Secretary (Except Legal And Medical)
- Office Administrative Assistant
- Private Secretary
- Secretary (Except Legal And Medical)
- Technical Secretary

MAIN DUTIES:

This group performs some or all of the following duties:

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory.

