



# 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

796

## MEDIAN HOURLY WAGE

\$22.00

\$15.00    \$29.01  
LOW            HIGH

## TYPICALLY REQUIRED



College or apprenticeship

## EMPLOYED

6,632

## AVERAGE SALARY

\$46,480



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

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

